VACANCY AVAILABLE

SENIOR FLIGHT COORDINATOR, FIXED WING CHARTER

DATE POSTED: 12 NOVEMBER 2026
CLOSING DATE: 20 NOVEMBER 2026

Please note that we will be considering INTERNAL and EXTERNAL applications for this position.



KEY PERFORMANCE AREAS – FIXED WING CHARTER OPERATIONS & DISPATCH

1. Administrative Support: Provide daily departmental and operational support, including weekend and after-hours standby as required.
2. Flight Coordination & Dispatch: Assist with flight dispatch, operational planning, flight preparation and coordination with Charter Sales and Dispatch.
3. Crew Briefings & Documentation: Prepare and distribute detailed crew briefing packs, conduct pre-departure briefings and ensure accurate operational documentation.
4. Flight Arrangements: Coordinate aircraft handling, crew accommodation, catering, fuel and ground services.
5. Permits & Clearances: Obtain and update flight clearances, maintain handler databases and ensure accurate operational information.
6. Flight Following: Monitor flight progress, maintain communication with crew and escalate operational updates or irregularities as required.
7. Crew & Aircraft Compliance: Update crew files, monitor aircraft and crew documentation, training records, expiry dates and 90-day currency requirements.
8. Operational Readiness: Assist with aircraft audits and pre-departure readiness checks.
9. Passenger & Stakeholder Liaison: Meet and greet clients, assist with passenger facilitation and baggage handling, and liaise with aircraft owners, crew and service providers.
10. Safety & Procedures: Support safety reporting, audits, corrective actions and the maintenance of departmental SOPs and operational manuals.

READY TO TAKE OFF?

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