



WE ARE LOOKING FOR A

FLIGHT OPERATIONS CONTROLLER

REFERENCES: ASLB24-006

DEPARTMENT: Operations Control Centre

PURPOSE OF THE JOB



As a member of the cross functional OCC team, the Flight Operations Controller analyzes, controls and reports flight operations activities in order to meet Freighter Integrators and Airline customers' needs and expectations.

KEY ACTIVITIES



Operational

- To be in charge of the flight follow-up (flightwatch) for all Airline flights ASLB or any other airlines flying on behalf of ASLB)...
- Update "Movement Manager" software to ensure the flight program and the information reflects all data, changes and operational restrictions accurately.
- Create, update, crosscheck and finalize jumpseat requests within the operational window.
- Ensure eAPIS requirements are met and sent within the correct timeframe. Assume responsibility for ordering and follow up of catering requirements on all ASLB flights.
- Follow up fuel requirements and add/correct fuel data in Movement manager.
- Ensure the issue of Gendecs for ASLB short-haul flights when required.
- Ensure runway slots are reflecting the ASLB flight schedule. (Slot management of all 3V flights).
- Communicate with crews + listen/communicate with the ramp via the VHF ground radio.
- Actively control and support the air network in order to avoid any flight and service disruptions and establish contingencies when required (i.e. perform pre-departure tasks).
- Critical and pro-active seeking of information impacting the operations.
- Update Movement Management with missing data of the previous operations.
- Manage the distribution of PPE and other Health and Safety items
- Coordinate light aircraft (business jet) operations when there is a need to contract these services to rescue an AOG aircraft in outstation
- Any other tasks required by the Duty Manager.

Aircraft Allocation

- Verify, implement and update the weekly flying program once published by the customer.
- Ensure all operational restrictions and limitations are not impairing the daily/ weekly program in accordance with all published reports.
- Manage on a daily basis the aircraft tail assignment to the routes taking into account noise restrictions, a/c operating limitations.

Documentation/Reporting

- Produce aircraft, crew disposals and technical fleet status reports and distribute it to all concerned parties in accordance with the published weekly program.
- Ensure all parties, such as airlines, clients... are kept informed and have acknowledged all operational changes and requirements.
- Establish various reports and handovers to ensure efficient communication and reporting.
- Report and escalate all issues impacting the air network to the hierarchy and people concerned.

Communication

- Promote and ensure a good-working relationship between the ASLB Control Centre and the other Liège-based departments in order to maximise co-operation amongst Operations.
- Ensure close and effective collaboration with all Customers
- Ensure close and effective collaboration with all Third Party Airlines
- Ensure close and effective collaboration with all service providers
- Communicate with Customs and Border Protection national authorities if needed regarding APIS requirements
- To be the contact point for Liege Airport Authority regarding the reporting of our operations
- If required reply to queries from Airport slot coordinators regarding slot discrepancies

REQUIREMENT & QUALIFICATIONS



- International express or logistics industry background.
- Minimum of 2 years' experience within a major airline environment, preferably Flight Operations.
- Organisational awareness (structure and products and services).
- Knowledge of obtaining runway slots
- Ability to work on own initiative in a deadline-driven and multicultural environment.
- Ability to manage multiple assignments while keeping the helicopter view to monitor the flight operations plan.
- Very good communication capability both internally and externally.
- Being computer literate, with knowledge of MS Office..
- Able to demonstrate accuracy, and be objectives-oriented.
- Analytical aptitude in order to make fast decisions.
- Customer-oriented & service minded.
- Adaptability, teamwork minded and stress resistant.
- Fluent use of written and spoken English
- Basic level of French
- Basic level of Dutch preferred
- Able to work with flight following systems/software
- To display a positive, open and cooperative behaviour in order to facilitate a good relationship inside and outside the department, avoid and help to solve conflicts.
- To be rigorous, precise, well organized, solution orientated, proactive, etc.

TERMS AND CONDITIONS



- Permanent contract
- 40h/week - Day & Night / Including Saturdays, Sundays and bank holidays (H24 / 7 days a week).

Want to come on board ? Apply now !

Register online and fill in the application form with CV and motivation
letter our job portal:

<https://cezanneondemand.interviewweb.it/aslaviationgroup/en/career#vacancyList>