

The ExecuJet Aviation Group is a multi-national business aviation enterprise with associated companies in Africa, Asia, Australasia, Europe, Latin America and the Middle East. We are active in all aspects of the business aviation industry including executive air charter, aircraft management, maintenance and flight support services.



Flight Administrator (100%)

The ExecuJet Europe AG is currently seeking a suitably qualified person to fill a vacancy within the FBO Team, based in Zurich, Switzerland.

JOB PURPOSE

Coordination and organisation of procedures between customers, airport and flight support.

KEY RESPONSIBILITIES

- Process handling requests by SITA, fax and email
- Request airport slots via slot coordination system
- Exact planning and coordination of incoming and outgoing aircraft in cooperation with the responsible departments at the airport
- Work with SITA and CFMU
- Welcome, drive and transport customers and crew, from and to aircraft (airside) and to and from terminal
- Park customer's cars
- Booking of hotels, limousines and taxis
- Prepare weather and NOTAMS for crew
- Day to day decision making for operational duties
- Cashier checking and controlling
- Invoicing FBO's services to customer
- Coordinate procedures between ramp and desk, and between operator, crew and passengers
- Complete movement report
- Additional duties as requested
- Provide input and support on the company safety system

PERSON SPECIFICATION

Essential

- Excellent German and English skills
- Valid driver's licence
- Willingness for shift work
- Good computer skills
- Ability to work in a team
- Outstanding customer service orientation
- Outstanding interpersonal skills

Desirable

- Aviation and/or service industry experience

Full application can be sent to: Diana Igna, diana.igna@execujet.eu