



Flight Operations Support Officer

Airnorth is the Territory's leading airline with over 70 services a day to domestic and international destinations.

Due to ongoing expansion, an exciting opportunity has become available for a technically minded individual to become part of a dynamic and motivated team within our Flight Operations area. Reporting to the Rostering and Crewing Manager, we are seeking a person who has attention to detail, superior customer service and is dedicated to excellence in their field.

Responsibilities:

- General administration including documentation distribution, recording and logging of Flight Crew records
- Compilation of payroll data for Flight Crew in accordance with Flight Operations Policy & Procedures
- Assist in the induction processes of new flight crew
- Assist in processes associated with recruitment of Flight Crew
- Compilation of Flight Crew Rosters
- Processing general Flight Crew queries
- Processing of accommodation, flight and simulator bookings

Essential requirements are:-

- Experience with Office Administration Principles
- Computer literate – MS Office at an Intermediate level
- Sound administration; organisation and time management skills
- Ability to work unsupervised ; prioritise work loads; handle pressured situations and work in a team environment
- Effective written and verbal communication skills
- Experience with maintaining computerised data bases and compiling report(s)
- Ability to hold & maintain an Aviation Security Identification Card

The following items would be highly regarded:

- Experience in regional aircraft operations, either in a ramp or roosting areas
- Experience in the development and maintenance of record data bases

If you wish to apply for the above position please forward your CV and covering letter to humanresources@airnorth.com.au.