

Job Description:**Experienced Flight Operations Executive (Full Time)**

We are seeking a confident, articulate, and proactive individual with an eye for detail and a passion for great customer service to join our growing team. Full training will be provided along with the opportunity to further develop a career within the private and commercial jet charter industry.

Key Areas of Responsibilities & Duties:

The full time and permanent role would include, but not be limited to:

- Operational pre-flight checks and pro-active monitoring of positioning and live flights
- Monitoring slots of aircraft through the CFMU portal
- Providing movement messages and flight updates to clients
- Producing flight briefs and charter brief sheets for clients and for internal use
- Coordination with airlines and all third-party suppliers including handling agents, FBOs, aircraft crew and caterers.
- Updating the CRM system
- Keeping up to date with travel restrictions
- Producing passenger manifests and coordinating updates between client and aircraft operators
- Airport representation and occasional flight riding

Candidate Skills:

- Some industry experience is required
- Organised with excellent multitasking skills
- Excellent communication skills both verbally and written
- Methodical eye to detail



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Why Choose Volanteus:

- Rapidly growing Global Air Broker Company
- Opportunity for professional development and career advancement, carve out your own path.
- Part of a 'people first' culture
- Access to a dynamic and collaborative work environment alongside a team of industry professionals.
- Competitively based salary
- Uncapped commission

Salary:

£25,000.00 – £35,000.00 per year

Hours:

The role is rolling 4 days per week consisting of a 12-hour shift pattern: 4 on/4 off (2 days/2 night shifts). Flexibility to suit the business needs is required.



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