

JOB OPENING – FULL-TIME, VIENNA

Avcon Jet is a dynamic, international business aviation company offering a large range of aviation solutions. It is our people, who make the difference and provide an outstanding service to our clients. That's why we are searching for devoted people sharing the aviation dream as:

Head of Dispatch Ground Operations Manager



YOUR DUTIES & RESPONSIBILITIES

- Planning and coordination of corporate flights
- Flight planning (worldwide, incl. ETOPS)
- Ground Handling evaluation and arrangement
- Overflight and landing permissions
- Selection, leadership and training of staff in dispatch department (~20 employees)
- Creation of internal manuals
- Introduction of standard operating procedures according to the legal background
- Representation of the company at Audits
- Emission trading
- Phase-in of new aircraft
- Internal and external coordination

REQUIREMENTS

- Qualification for university entrance or secondary school certificate with completed professional education
- Dispatch license
- In-depth Aviation knowledge, experience in Dispatch or Ground Operations
- Experience in a similar position is an advantage
- Excellent IT user skills
- Excellent organization skills and assertiveness
- Excellent reading and writing skills in English language, further language of advantage
- Team-orientation, flexibility and ability to work under stress

Avcon Jet offers you a demanding range of tasks with a high degree of responsibilities and a great working environment in a young team.

Total annual gross salary starting from EUR 60.000 + bonus, depending on qualification.

Place of employment: Vienna, Austria, full-time

We are looking forward to receiving your application.
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