

VACANCY AVAILABLE

Position : **FWC FLIGHT COORDINATOR**
Department : Fixed Wing Charter
Location : Lanseria Airport
Reporting To : General Manager Flight Operations

Please note that we will be considering INTERNAL and EXTERNAL applications for this position.

KEY PERFORMANCE AREAS

Operations:

- Manage weekend and after-hour standby operations efficiently.
- Conduct general office administration duties proficiently.
- Enhance systems and procedures to optimize efficiency.
- Coordinate dispatch and meet and greet duties daily.
- Ensure adherence to SOP's and departmental controlled documents, assisting in updates.
- Arrange passenger, baggage handling, and service suppliers for flights.
- Organize fuel releases and confirm fuel arrangements.
- Obtain necessary overflight and landing clearances for charter flights.
- Coordinate crew accommodation, payments, and ground transport.
- Manage catering, dietary requirements, budget, and bar box loading.
- Ensure timely and accurate completion of flight documentation and Flight Dispatch File.
- Completion of all customs and immigration documentation for International flights.
- Assist in internal and external audits.
- Update manuals and amendments effectively.
- Communicate clearly with aircraft owners, crew, and ground handlers.
- Conduct handovers and flight briefings daily.
- Follow up on Safety and Quality occurrences.
- Report occurrences/incidents on Safety Management System.
- Regularly update crew records with the training department.
- Monitor crew and aircraft expiry items prior to departure.
- Assist with preparation/collection/delivery of documents to the SACAA.
- Represent the Company on sub-charter flights and larger groups.
- Assist with arrangements and bookings of Operational Staff and Crew training.
- Update Crew and Operational Staff training records.

Dispatch Flights:

- Assist with dispatching flights promptly.
- Prepare and distribute crew briefings.
- Conduct detailed crew briefings before departure.
- Assist with aircraft audits and prepping before departure.
- Meet and Greet clients before departure.
- Welcome crew and passengers upon flight arrival.
- Assist with passenger and baggage handling services.
- Update clearances and handling database.
- Assist with daily flight schedules.
- Monitor flight progress and provide feedback on flights and customer experience.

Finance:

- Book floats/S&T (both Forex and ZAR) promptly.
- Issue credit cards in a timely manner.
- Assist finance department in verifying invoices and balancing floats.
- Identify suppliers and negotiate preferential rates.

Requirements:

- Grade 12 / Matric.
- Valid Passport and Driver's License.
- 3-5 years operational experience in the field.
- Knowledge of ground handling procedures advantageous.
- Experience in Fixed Wing Charter business advantageous.
- Proficient in Word and Excel.
- Basic financial course advantageous.
- Dangerous Goods course required.
- Own reliable transport.
- Willing to work outside office hours on short notice.
- Prepared to travel for work purposes.

Personal Attributes and Skills:

- Energetic team player who supports others and thrives under pressure.
- Promote high staff morale within the operations department.
- Mature and articulate individual.
- Analytical thinker with keen attention to detail.
- Effective problem solver through strategic planning and solutions.
- Highly organized with strong planning and scheduling skills.
- Deadline and performance-driven with a sense of urgency.
- Ability to translate ideas into manageable tasks.
- Demonstrates appropriate telephone etiquette.

If you meet the requirements and would like to apply for this position:

Please submit your CV for Consideration: [Click here.](#)

For a list of other available positions: [Click here.](#)

If you do not hear from us within 14 days after the closing date for this position, please regard your application as unsuccessful.