



**TO REINFORCE OUR OPERATIONAL CONTROL CENTRE
FLY EASY IS OFFERING AN OPPORTUNITY FOR MOTIVATED**

FLIGHT OPERATION OFFICER

Working as a flight operation officer is a position that holds great responsibility – the safety of each flight is highly dependent on the decisions that flight operation officer make. While they do not work onboard an aircraft, their work is nonetheless, very important to the wellbeing of the passengers and the aircraft.

JOB DESCRIPTION

On a shift basis, you will be taking care of flight planning, ATC handling, overflight and landing permit applications, handling requests, weather and technical crew briefings, fuel calculation, weight and balance calculation...

YOUR PROFILE

- Aged between 21 or 28 years old,
- You are computer literate. Good Knowledge of Microsoft Office (Outlook, Excel, Word, ...)
- Furthermore, you are meticulous with a strong team spirit, flexible and have excellent communication skills.
- Fluent written and spoken English, French.
- FOO license holder
- Passionate about Aviation

KNOWLEDGE

- Very Good Comprehension of TAF, METAR, SIGMETE, WIND CHARTS, ICINGCHARTS.....
- Very Good NOTAM interpretation (NOTAM, SNOWTAM, ASHTAM...)
- Experienced with the use of operational documentation (OM-A, OM-B, Jeppesen Charts, Lido, AIP).
- Good knowledge of aircraft performance and operating limitations.
- W&B of aircraft

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- Good Knowledge of :
 - IFR navigation,
 - Worldwide Flight planning, air traffic control,
 - Aviation Regulations and Laws
 - Fuel Calculation
 - How to create IFR Route
- Understanding of flight operations procedures and the organizational requirements for airworthiness and airline operations
- Working knowledge of the legislative and regulatory framework, statutory requirements (e.g. ICAO, EASA) are desirable
- Willing to work in a rotating shift environment, including weekends and public holidays, including nights;
- Ability to work under pressure and within a team, competent in analysis and decision-making to provide a service with VERY HIGH QUALITY.

DUTIES AND RESPONSIBILITIES FOR FLIGHT OPERATION OFFICER RESUME

- Handle preflight administration work such as flight scheduling
- Determine safest and shortest routes for each flight and liaise with pilots to ensure that they understand which routes to fly on
- Decipher weather conditions such as hails, storms and winds and map out alternative routes
- Keep in constant contact with pilots to ensure aircraft's adherence to charted out flight routes
- Prepare and follow flight Plan : File, Delay or cancel, change, reroute flight
- Maintain and update aircraft schedule and ensure that aircrafts meet both airport and airspace regulations
- Maintain a constant watch on all dispatched flights and handle altitude selection and fuel load requirements, rerouting, CTOT revisions, etc.
- Act as a go-between pilot and ground service, and keep them informed of flight status
- Maintain expertise of navigation facilities over routes and characteristics of all aircrafts
- Monitor aeronautical navigation charts and radio calls to evaluate progress of each aircraft
- Assist pilots in the command of aircraft to ensure its safety during distressing situations

LOCATION

Les Berges du Lac1, Tunis

ENTRY

1st GRP Mar 2019

2nd GRP Apr 2019

3rd GRP Mai 2019

CONTRACT

To be discussed

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