



## **Flight Operations Coordinator**

**BASED IN CAPE TOWN**

### **The company:**

- Founded 17 years ago, a unique, multi-award winning company with high global reach (clientele and employees)
- The only company to offer a commercial private jet service to the Antarctic continent
- Renowned for their top end luxury and exclusivity
- Extremely complex value chain with extraordinarily high logistical expenses that enable transportation to, and accommodation of guests on the continent
- Highly seasonal business which results in the need for careful planning in both the high and low seasons

### **Primary responsibilities:**

- Assist in the Flight Dispatch process
- Filing of FPL (inter-continental)
- Facilitate in passenger and cargo manifest
- Flight monitoring
- Flight data recording
- Ground operations co-ordination at the airport
- Ensuring all elements of the flight at the airport come together for a successful launch
- Checking the planned payload figures of passengers, bags and cargo
- Communicating with the various departments within the airport to arrange for airport services such as fuelling and ground handling
- Antarctica Weather forecasting, decoding and disseminating
- Assist in the development and documentation of operational procedures

### **GENERAL**

- The above outlines the primary responsibilities for this role, which is not an exhaustive list and may be changed at any time, dependent upon the operational requirements of the Company and within the parameters of the position.
- From time to time, the performance of duties outside the sphere of this job description will be required, as and when necessary, dependent upon the operational requirements of the Company.