

JOB DESCRIPTION

JOB TITLE:	Deputy Flight Operations Manager
LOCATION:	St. Julians, Malta
RESPONSIBLE TO:	Nominated Person Flight Operations
DEPARTMENT:	Flight Operations

ABOUT THE COMPANY

Alliance Executive Jets Ltd. (dba AllianceJet), part of the Alliance Aviation Group of companies, is an approved AOC company with its home base in Malta. Through our licensed AOC we offer trusted, experienced, and independent asset-management-like services for business aircraft owners with flexibility, transparency, and discretion.

ABOUT THE JOB

Operating as a technical member of the Flight Operations Department, the Flight Operations Manager is responsible for supporting the Nominated Person Flight Operations (NPFO) in his role of managing and authorizing all flight operations in accordance with EASA Air-Ops and company policies and procedures. As such the key accountabilities for the post will be synonymous with those of a Nominated Person Flight Operations but these will be undertaken under the direction and specific allocation of the NPFO. The job is principally office based with a mix of remote working.

KEY JOB RESPONSABILITIES

- Develop and implement a flight operations policy.
- Implement TM-CAD flight operational requirements.
- Ensure OM documentation meets the approval standards set by TMCAD and that all documentation is updated as necessary.
- Provide operational crew with required approved documentation.
- Ensure that operations are in compliance with all relevant state regulations for the state where operations are conducted.
- Perform or delegate Flight Inspections to endure the required level, standardization and compliance operating procedures are being maintained.
- Participate in Internal and TM-CAD audits: action and implement subsequent corrective requirements.
- Coordinate flight operational control and flight dispatch with Ground Operations and Crew Scheduling with Fleet Captains.
- Ensure the standards and procedures for Dispatch are maintained in accordance with Regulations, AOC limitations and company policy.
- Plan, control and supervise the movement of Alliance Executive Jets Fleets.
- Supervise flight preparation and ensure provision and revision of all documentation and information necessary, for the safe and economic conduct of flight.
- Provide and maintain Route and Aerodrome Briefing/Information.

- Coordinate with all required internal and external parties in case of operational irregularities.
- Establish the professional prerequisites for employment, training and upgrading of flight crew and other flight operations personnel.
- Manage the Flight Operations Personnel according to the Organizational Structure and decides on hiring disciplinary matters and possible dismissals together with the AM.
- Ensure sufficient appropriately qualified staff for the expected work.
- Be responsible for functioning of management system within the Flight Operations department.
- Ensure that any contracted or subcontracted organization meets the relevant standards.
- Ensure accommodation and operational facilities are available as required.
- Establish an annual budget for Flight Operations Department.
- Participate in flight feasibility process.
- Perform flight operations risks assessments.
- Deputize for the NPFO in his absence.

YOUR PROFILE & QUALIFICATIONS

- Strong background and experience in a Business Aviation environment with intercontinental operations.
- Must hold or has held a valid flight crew license with ratings on medium to large executive jets or equivalent or alternatively has 5 plus years in a Flight Operations Executive Management role.
- Customer-focused with an ability to understand and anticipate customer needs.
- Good analytical and planning skills.
- Fluent in English (verbal and written). Any other language is considered an asset.
- Proficient in use of Microsoft Office 365
- Proficient in updating operations manuals and other documentation management.
- Proficient in use of GURU2, CENTRIK, Web Manuals Software

THE OFFER

- Competitive Salary-package.
- Ability to work in a very friendly environment.
- Free lunch meal at work.
- Medical insurance cover.
- Free parking.
- Ability to learn from a dynamic & experienced team.

Applications consisting of a covering letter and CV are to be sent to hr@alliancejet.com. All applicants who meet the minimum eligibility requirements will receive an acknowledgment.