

JOB DESCRIPTION

JOB TITLE:	Operations Controller
LOCATION:	St. Julians, Malta
RESPONSIBLE TO:	Nominated Person Ground Operations
DEPARTMENT:	Ground 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 Operations Control center, the Operations Controller is responsible for managing the flight preparation and flight following, whether via approved subcontractors or directly. Such flight preparation includes the preparation of a complete crew briefing package, submission of ATC flight plans, handling, permits, fuel and slot arrangements, crew coordination, flight watch and post flight documentation. Non-operational tasks include the compilation of relevant ground services expenses for all flights operated by the Company.

KEY JOB RESPONSABILITIES

- Undertake flight feasibility checks including FTL and security risk assessment.
- Verification of crew currency and route/area/aerodrome qualification requirements against OM Part C in particular.
- Coordinate with pilot on allotted route with flight schedule, climate condition and geographical factors.
- Evaluate all fuel loads and payload for each flight.
- Ensure that the necessary handling, permits, fuel and airport slot requests are coordinated and confirmed to carry out the flight program.
- Ensure that country-specific requirements are complied with.
- Contract and monitor performance of external providers including but not limited to:- handling agents, FBOs, Fuel suppliers, Customs and Border Control.
- Ensure the completion and filing of ATC flight plans and that all necessary diplomatic and over-flight clearances are obtained to carry out the flying program.
- Supervise the day-to-day running of the company Operational Control Centre and maintain the data required to for management of the flight schedule.
- Compile a correct and complete Crew Briefing including an operational flight plan.
- Execute crew control instructions for crew travel and hotel accommodation arrangements.
- Coordinate with Charter Sales colleagues so that client requests are assessed and delivered.
- Communicate with the CAMO department on the operational status of the aircraft including AOC and MEL dispatch issues.

- Monitor all the flights from start to finish and reviews and updates the operations control software to reflect the actual flight operations status.
- Check post flight data sent by the crew and react/adapt as needed.
- Participate in the functioning of the Emergency Response Plan within the Operations Control Centre.
- Maintain ground operations record and reporting systems including billing and payables checking.

YOUR PROFILE & QUALIFICATIONS

- Strong background in Business Aviation flight dispatch / aircraft operations control / crew control.
- Must hold an ICAO member State Flight Dispatcher license or any recognized Flight Operations Officer Diploma.
- Worldwide/Long Range International Trip Planning.
- NAT-HLA operations.
- Flight Time Limitations (Sub-Part Q & EASA)
- Customer-focused with an ability to understand and anticipate customer needs and provide excellent customer service.
- Fluent in English (verbal and written). Any other language is considered an asset.
- Proficient in use of Microsoft Office 365.
- Proficient in use of PPS, GURU2.

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.