

## **Operations Officer**

### **Job Description**

Luviair Ltd is seeking an enthusiastic and confident person with strong communication skills and a cool head to join our fast-paced operations desk as Operations Officer. Previous experience in aviation is not required, but candidates must be ready to learn. Key to this role is the ability to multi-task, juggling short-term needs whilst working on more complex long-term tasks. The role also requires a common-sense approach to travel planning, candidates should be evaluative in their decision-making. The individual must be flexible as the role necessitates carrying a Blackberry on a rotated basis. If this sounds like the job for you, we'd love to meet you!

The specific task areas that the successful applicant will carry out include:

- Assisting aircrew with any operational requirements.
- Roster planning
- Coordinating aircrew annual training
- Arranging company travel
- Civil Aviation Authority Liaison
- Flight following
- Emergency incident planning and coordination
- Administration / data inputting relating to the operation of the fleet

### **Skills & Experience**

#### **Essential requirements**

- A fast-learner; responsible and analytical in their approach to tasks; understands costs impacts.
- Highly organised, accurate, enjoys planning, can work without structure - no two days are the same.
- A team player; service-orientated at the highest level.
- Naturally friendly, polite and approachable manner, even when under pressure.
- A willingness to work unsocial hours - this job requires flexibility.
- The Operations Officer will carry a duty Blackberry - this is a shared responsibility (2 weeks on / 2 weeks off rotation).
- This position requires a clear head in what can often be stressful situations.

#### **Desirable requirements**

- As Luviair operates internationally and has specific links to French-speaking countries through aircrew, suppliers and operational bases, a fluent French speaker would be an advantage.
- Working knowledge of Mac environment.

### **Company Description**

Luviair is an Isle of Man based aircraft management company. Currently situated in Ramsey we are moving down to the south of the island this year.

Our core business is to manage a fleet of VIP helicopters based throughout the world and onboard Luxury Yachts. The main operating bases of the fleet are the United Kingdom, South of France, the French Caribbean and on a number of private luxury yachts.

Further information about Luviair can be obtained by visiting our website: [www.luviair.com](http://www.luviair.com)

## Recruiting Process

Prospective candidates will be invited to a formal interview at our head office in Ramsey.

### **Candidates who fulfill the criteria and wishing to apply should:**

View carefully the website [www.luviair.com](http://www.luviair.com) and the accompanying published blog articles with a view to understanding our business.

1. Submit a current CV and a motivational letter indicating why they would like to apply for the position to [recruiting@luviair.com](mailto:recruiting@luviair.com)
2. Indicate work permit status
3. Indicate availability to join Luviair
4. Provide name, address, email and contact number for 2 professional and 1 personal referee. *Please note we will not contact referees unless applicants have been offered the position.*
5. Indicate salary expectations.

Only email applications that strictly follow the above process will be considered and acknowledged.

**Closing date: 10th April 2014 No agencies - Direct applicants only please**

*Previous applicants need not apply.*