

Flight Service Bureau®

Vacancy:

Flight Dispatch Assistant

DATE 13th July, 2015

JOB ID DXP-CE151

TYPE Contract

DURATION Ongoing

LOCATION Central Europe/Baltic region

HOURS 40 hrs per week



Job Opening



Do you know what Flight Service Bureau® does?

Through a network of Flight Service stations worldwide, we work to improve the quality of information and support available to Aircraft Operators.

We manage a number of industry publications, and provide direct support to Aircraft Operators in the form of ad-hoc flight support and services.

Why would you want to work here?

From your perspective, you get to work with a great group of people all over the world, providing information and assistance to Aircraft Operators globally.

Even if we do say so ourselves, it's a nice team of people that enjoy what they do, and you'll see how that makes for a great working environment.

How do we hire?

It might be a coincidence, but most people here are pretty big aviation fans, so that would be a good start, but not essential. However, non-negotiables are outstanding Attention to Detail and strong Client Focus. For the finer points, see the job posting details.

What you'll be doing

This is a support role working with our team of Flight Service stations (HNL, MCO, SNN, DOH, AKL) to provide assistance as needed with flight planning, logistics arrangements, publication preparation, and ad-hoc aircraft operator services. This role is **location independent**, meaning that you can choose where you work from – we only require that you have a laptop and secure internet access with a backup option.

The role is shift work based, although weighted towards normal office hours in your timezone. There is regular weekend work.

What you'll need

- A really great attitude to teamwork, positive approach to customer satisfaction, and most likely at least some interest in airplanes or logistics!
- **Some** experience in flight operations
- A **basic qualification** in flight planning – FAA Dispatch License or equivalent would be great.
- Did we say Attention to Detail? Attention to Detail.

How to apply? Easy. Send an email to workhere@fsbureau.org and make sure to include four things. 1. A Cover Letter – tell us why you want to work here and why we should hire you. 2. Your Resume or CV. 3. A recent photo. 4. A sample flight plan of your choice. **We tend to get a lot of applications – so please understand that we will only be in touch if you are chosen for selection.**



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