

Flight Service Bureau®

Vacancy:

Junior Flight Service Specialist

DATE 6th January 2016

JOB ID DXP-CSAS1

TYPE Contract

DURATION Ongoing

LOCATION CIS, Asia (UTC +3 to +8)

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?

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

You'll join an international Flight Service team organising and dispatching ad-hoc flights for our Airline, Manufacturer, Military and Lessor customers. This position requires solid International Flight Ops experience in planning non-scheduled flights.

Joining our team of Flight Service stations (HNL, SAN, MCO, SNN, DOH, MNL, 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 time zone. There is regular weekend work.

What you'll need

- A really great attitude to teamwork, positive approach to customer satisfaction, and at least some interest in airplanes or logistics!
- A minimum of **1 year** practical and relevant experience gained in a Corporate Flight Department, Flight Support Provider or similar.
- Located in a CIS or Asian time zone UTC+3 to UTC+8
- A **basic qualification** in flight planning – FAA Dispatch License or equivalent would be great.
- Did we say Attention to Detail? Attention to Detail.
- Self Starter with discipline to work alone but within a team
- Proven skill for multi-tasking
- Able to work irregular hours including weekends and holidays
- This is an English speaking role but Russian language is an advantage

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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