

Flight coordinator – dispatcher

Business jet operator Silesia Air seeks a candidate for the position of Flight Coordinator within the team of dispatching office at the Prague Airport. The working position requires multi-shift operation (24/7).

Main duties:

- Responsibility for managing the ground support of each flight (ground handling, airport)
- Securing and monitoring of airport and ATC slots and permits
- Assistance with catering orders and clients special wishes orders
- Securing accommodation and transportation of flight crews
- Monitoring the actual flight operations, including duty limits and assisting the crews on duty
- Preparing flight documentation packs
- Evaluation of refuelling strategy
- Creation of pilots and flight attendants roster

Required abilities:

- Secondary school final examination or higher education
- Appropriate English language skills (B2 or higher)
- Fluent in communication written and verbal (English, Czech)
- General knowledge of aviation environment, procedures and terms
- PC skills (MS Office, E-mail, web applications)
- Self-reliance, accuracy, flexibility, high stress tolerance

We offer:

- Interesting and disparate job within attractive aviation area
- Appropriate salary
- Pleasant work environment, young team
- Bonuses: meal vouchers, mobile phone, company notebook,...

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