

FLIGHT OPS SUPPORT (F/M/X)



Looking for a job that will take your career to new heights in the aviation industry? Look no further! Avcon Jet, a dynamic international business aviation company, is currently seeking ambitious individuals who are ready to take their career in aviation to the next level.

At Avcon Jet, we firmly believe that our people are the driving force behind our success. It's their passion and dedication that enables us to deliver outstanding service to our clients. That's why we're actively seeking likeminded individuals who share the same aviation dream. Are you ready to become a part of a high-performance team, to grow with a demanding range of tasks?

HOW TO APPLY

If you consider these requirements as your challenge and would like to impress us with your personality, send your application documents to recruitment@avconjet.at. Important: We ask you to explicitly mention the job title in the subject of your application: **Flight Ops Support**



WE OFFER YOU

- After a very short time of introduction and training, you have taken over full responsibility, and you have developed a network within your company.
- You have the possibility to learn and grow quickly with exciting career opportunities within our company.
- The statutory minimum monthly salary for a full-time position is EUR 2.200 gross per month. The actual salary depends on your professional qualification and experience.
- Additionally, we offer the job ticket for public transportation and support a job bike program.



YOUR TASKS

- Provide administrative support to the Nominated Person in the coordination of flight operations.
- Help to track reports and trends within the operation.
- Support the onboarding process of new flight crew.
- Support the EFB administrator.
- Support the publication and Nav Data team.
- Support in audit preparation.
- Serves as direct contact with Key Account Manager, and the Flight Ops Team.
- Support the NPFO during aircraft phase in.



YOUR PROFILE

- Prior experience in aviation or flight operations, ideally within an administrative or support capacity.
- Ideally have basic knowledge of Commission Regulation (EU) No 965/2012. Proactive and adaptable in a fast-paced, dynamic work environment.
- Strong problem-solving skills with a focus on detail and accuracy.
- Ability to work effectively under pressure and meet deadlines.
- Strong interpersonal skills and a team player.
- Good IT user skills (e.g. Office Products, etc.).
- Excellent reading and writing skills in English language.
- Unlimited permit to work in Austria.