



Crew Planning Officer

Location

LGG, Liege Airport (Belgium)

About Challenge Airlines (BE)

Challenge Airlines (BE) S.A. is a new airline based in Liege Airport (LGG) with a Belgian AOC. The airline operates daily scheduled cargo flights and charter services carrying nonstandard goods and general cargo internationally. Challenge Airlines (BE) is part of a Global airline group that carries approximately 400,000 tons of cargo annually. The Group is in rapid growth and is looking for great & talented people with possibility to within evolve the company.

Employment Type

Full-time
Possibility of home working (1 day per week) at the end of the training period

Contact

recruitment@challenge-group.com

Do not forget to mention the description of the job in your mail object.

Your application will be treated with confidentiality.

Website

www.challenge-airlines.be



Job purpose

The Crew Planning Officer assists the Scheduling Manager, Training Manager & the Flight Operations department.

Your responsibilities

- **Assist the Crew Scheduling Manager :**
 - In Maintaining Flight Crew numbers and flight crew utilization in accordance with operational requirements;
 - In Checking Flight Crew rosters for fatigue compliance in accordance with Challenge Airlines requirements prior to publication;
 - In Providing cost effective arrangements for positioning and hotel accommodation for Flight Crew;
 - At rostering the crew members of Challenge Airlines (BE) & Challenge Airlines (MT);
- Ensure all Challenge Airlines (BE) and Challenge Airlines (MT) flights have the appropriate Flight Crew compliment assigned to them;
- Assist the Flight Operations department at reviewing the returned flight documents, the VISA's, passport's validity & issuing boarding passes;
- Ensuring a positive and productive relationship between the Flight Crew members and Flight Crew scheduling & contributing to a fulfilling personal quality of life for Flight Crew members;
- Ensuring that the Flight Crew pairings and rotations are contributing to an appropriate work-life balance for the Flight Crew members;
- **Assist the Training Manager :**
 - In preparing the list of initial and recurrent training courses, including the planning and provision of time slots for simulators;
 - In Maintaining Flight Crew numbers and flight crew utilization in accordance with operational requirements;
- Do the regular checks of the validity of crew training status;
- Communicate with pilots and training centers;
- Organize of course: Operator Conversion, Recurrent, Upgrading, Instructor Meetings;
- Write meeting protocols;
- Update company materials for use in the Simulators;
- Update Web Manual documents.

Your profile

- Bachelor's or Master's degree
- A passion or/and an experience in the aviation industry is an asset but not a must
- Good administration skills, good at attention to detail
- Experience with Microsoft Office tools & crew scheduling software and spreadsheet programs
- Fluent English required & excellent communication skills
- Open-minded, willing to learn & adapt to a challenging operational environment
- Organized and independent

What we offer

- An attractive salary package including extra-legal benefits (meal vouchers, health insurance, CCT90, etc)
- Training that will allow you to acquire the technical knowledge inherent to the requirements of the position
- A dynamic work environment where there are opportunities to evolve