

Aviaflex a supervision company based at Liège Airport. We're providing real time delivery & build-up info, pictures of shipment & correct uplift details for a high value cargo, fully covered with report at clients need.

To help us taking the next steps and strengthen our team we are hiring a Supervisor. In this function you are responsible for overseeing all flights and ground operations such as, load planning, truck planning and communication with sales, ground ops staff and clients.

Your responsibilities and duties:

- Working in conjunction with the AVIAFLEX dispatch
- Monitoring of the operations of Aviaflex working orders
- Filing all paperwork, necessary reports and ensuring organization and order
- Assisting in setting up of airport handling, trucking (both domestic and international)
- Preparing pre and post flights
- Evaluate, upgrade and implement our current SOP's well written per specific clients.
- Communicate positively and effectively to all team members; encouraging their participation in decisions affecting them.
- Oversee and manage the company's flight and ground operations while on duty.
- Plan, direct, coordinate and communicate daily operational activities to all relevant departments and outstation personnel.
- Ensure the timely dissemination of pertinent information to all departments impacted by aircraft swaps, flight delays, cancellations and any such details that may affect the operations
- Implement corrective action plans
- Load planning on request

Qualifications : who fits the suit?

- Teamwork: Working collaboratively with others to achieve organizational goals.
- Cargo/Customer Service: Providing service excellence to internal and/or external customers
- Initiative: Dealing with situations and issues proactively and persistently, seizing opportunities that arise.
- Results Focus: Focusing efforts on achieving high quality results consistent with the organization's standards.
- Fostering Communication: Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.
- Ability to multitask and manage numerous priorities at once.
- Decision maker with strong planning skills and execution abilities.
- Excellent time management and organizational skills.

What can we offer you ?

- Working in a very inspiring environment with international relationships
- Lots of opportunities for initiatives as this is a new function in the company
- Competitive salary conditions including meal vouchers, group & hospital insurance

Are you looking for this type of job, then we are looking for you!

We look forward to receiving your detailed cv and motivation letter by email.

Khodareva Marina – HR & Financial Dep. - marina@coastair.be - 04 225 83 06

www.Aviaflex.be