



WE ARE LOOKING FOR A

CREW TRAINING ADMINISTRATOR

REFERENCE CODE: ASLB21-048

DEPARTMENT: Flight Operations

PURPOSE OF THE JOB



To provide efficient administrative support in the daily management, update and follow-up of all aspects related to crew administration and training, in order to present and maintain accurate and up-to-date records complying with company and legal requirements.

KEY ACTIVITIES



- Participate in the efficient organisation of the flight crew recruitment process through daily follow-up and update of the recruitment database, classification system, correspondence and practical arrangements for interviews, in order to provide accurate and up-to-date lists of suitable candidates to the Training Manager and Chief pilots.
- Organise the training plan of joining flight crewmembers into the company in accordance with the type rating and/or operator conversion courses.
- Collect, check and file the mandatory documents of all crewmembers according to the BCAA and EASA-FCL procedures.
- Ensure the daily follow-up and update of these documents in order to plan the trainings (initial and recurrent) and checking according to the legal requirements published in the Training Manual.
- Ensure the follow-up and update of the training documents of ASLB loadmasters/dispatchers in order to plan the trainings in line with the legal requirements published in the Training Manual.
- Guarantee an efficient and cost-effective training organisation through regular contacts with the training facilities regarding the organisation and booking of all training activities, and through co-ordination of the hotac, travel and transportation arrangements for the training activities with the relevant departments.
- Enable accurate recording of all training and checking activities of crewmembers within the company through timely distribution to the instructors and/or trainees of training and checking forms required for the training activities.
- Check and update the training records of all performed training and checking activities in the computerised database system and in the individual training files in order to present accurate and complete training records in accordance with the requirements of the BCAA.
- Update license and passport of the FCM/CCM in Aepis system when required.
- Check the daily availabilities of crewmembers in order to avoid non legal crew composition.
- Cooperate closely with Rostering and Interline departments in order to guarantee efficiency of crew scheduled planning.

REQUIREMENT & QUALIFICATIONS



- High degree diploma or relevant experience in an airline environment.
- Basic knowledge of Belgian Air Law, EASA OPS/FCL is an asset.
- Experience in aviation environment is an asset.
- Computer literate (excellent in MS Office package...).
- Excellent command of both verbal and written English and French, any other language is an asset.
- Ability to deal with multiple tasks and set priorities. Very good organization skills.
- A high degree of conscientiousness, precision and accuracy.
- Independent in assuming tasks.
- Team oriented, organisational, communication and assertive skills.
- Tactful and able to keep things confidential (confidential needs to be seen as a priority).
- Flexibility.
- Good stress and time management.
- Good social interaction, diplomacy, people oriented.
- To display a positive, open and cooperative behavior in order to facilitate a good relationship inside and outside the department, avoid and help to solve conflicts.
- To be rigorous, precise, well organized, solution orientated, proactive, etc.

TERMS AND CONDITIONS



- Fixed-term contract
- Full time - Office hours from Monday to Friday.

Want to come on board ? Apply now !

Register online and fill in the application form with CV and motivation letter via BlueSky, Cezanne or via our job portal:

<https://www.aslairlines.be/aslJobs>