
ASL AIRLINES BELGIUM IS LOOKING FOR A

CREWING OFFICER

JOB TITLE	Crewing Officer
DEPARTMENT	Crewing – Operation Control Center
LOCATION	Liège Airport Site
REFERENCE CODE	ASLB18-101 Crewing Officer

ASL Airlines Belgium
Rue de l'Aéroport
Building 101
4460 Grâce-Hollogne
Belgium

Tel : +32 4 239 3000
Fax : +32 239 3999
info@aslairlines.be
www.aslairlines.be

Purpose of the job To follow-up the Flight Crew rosters on a daily basis assuring that the Company's flight programme is crewed according to BCAA flight time limitations and Company requirements for ASL Airlines Belgium (ASLB) flight crews.

Key activities Main tasks and responsibilities

- To monitor, on a day to day basis the crew rosters in order to ensure that all flights are covered and Crew duty times are compliant with EASA and company requirements: calculate crew duties & rest, optimise standby crews and implement flight changes (covering sicknesses, delays...).
- To be responsible to keep up to date knowledge of EASA flight time limitations.
- To implement and follow up weekly flight planning (master).
- To perform flight watch and update ETA (Estimated time of arrival) & delay codes.
- To keep the crew management system up-to-date in order to provide Flight Operations management with a clear view of the current situation at any time (to avoid any operation issues).
- To update statistics for FRM (Fatigue Risk Management) purposes to the attention of FSAG (Fatigue Safety Aviation Group) and ensure the implementation of the new recommendations made by FSAG.
- To schedule and monitor loadmaster rosters to ensure loadmaster flight coverage.
- To follow up NATO operations: new flight requests, Cabin Crew freelance contracts, and accommodation/transport.
- To liaise with taxi companies in order to organize ground transportation for Company Flight Crews at their home base and outstation.
- To analyze and confirm charter requests and liaise with the charter department in order to organize and co-ordinate planned charter activities.
- To ensure close cooperation with the OCC Duty Managers in order to make the Company benefit from the most efficient and flexible operational control at all times and ensure optimum usage of the Company's resources.
- To work in close cooperation with the Training department in order to optimize and implement line training requirements.
- To be the back-up for the Interline department in order to ensure hotel accommodation requirements and crew positioning for ASLB, ASLE and third parties.

Communication

- To create a relationship and communicate with other departments and subcontractors in order to ensure effective and efficient co-operation aiming to improve overall company performance.
- To be the contact point for the Company's Crew members and third party operators in order to inform them of all changes concerning flight schedules, hotel accommodation & transportation.
- To be the contact point for Liège Airport Authority regarding jumpseat, OMA, Non schengen list...

CREWING OFFICER

Preferred experience/ knowledge

- Bachelor degree is a minimum
- Experience in a crewing or airline environment is an asset.
- Have a thorough knowledge of EASA flight time limitations is an asset.

- Able to demonstrate accuracy, analytical skills and is objectives oriented.
- Customer-oriented & service minded.
- Adaptability, teamwork minded and stress resistant.
- Analytical aptitude in order to make rapid decision.
- Very good listening skills.
- Good communication skills with all levels in a clear, factual manner.
- Good command of both verbal and written English and French (Dutch is an asset).
- Be able to work with Sabre AirCentre-ROC-MVT CTRL-ARP-RM (& SAFTE/FAST) - and crew management systems.
- Strong skills - Computer literate (MS Office).

- To display a positive, open and cooperative behaviour in order to facilitate a good relationship inside and outside the department, avoid and help to solve conflicts.
- To maintain a professional office environment with due regard to confidentiality and security of aircraft data.
- To be rigorous, precise, well organized, solution orientated, proactive, etc.
- To take initiative to propose areas of improvement.
- To be able to work in autonomy, while having good risk analysis skills in order to report any information to the Line Manager that might impact the good run of the operations.

Contract type Undetermined period contract – Full time job-
High demand for personal flexibility and operational stress management.
Shift-work / Day & Night / Including Saturdays, Sundays and bank holidays.

How to apply Please send your CV and your motivation letter via our job portal <http://jobs.aslairlines.be/> and indicate the reference code in the subject of your motivation letter.