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# ASL AIRLINES BELGIUM IS LOOKING FOR A

## NETWORK PLANNING SCHEDULING OFFICER

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

JOB TITLE Network Planning Scheduling Officer  
DEPARTMENT Flight Operations Department  
LOCATION Liège Airport Site  
REFERENCE CODE ASLB19-021

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**Purpose of the job** To develop, maintain and implement an optimized flights schedule program for ASL Airlines Belgium (ASLB).

### Key activities

#### **PRIMARY TASKS:**

#### **Scheduling of ASL Airlines Belgium Short Medium Haul (SMH) and Long Haul (LH)**

- To organise a flawless process for the scheduling of all and any flights to be operated by the company including all NATO specific operations and needs.
- To ensure full integrity of the fleet scheduling and to propose solutions to guarantee the most optimized fleet schedule.
- To build up, develop, produce and implement the Seasonal LH flight program coordinating all aspects including maintenance, slots, curfews, traffic rights and any other important factor for the smooth running of the operations.
- To follow and ensure daily, adequate implementation instructions for all changes to the seasonal scheduled flights program (new routes/destinations, charters, ad-hoc flights, holidays, peak seasons and any other types of change) within the required time lines and in cooperation with other involved departments.
- To ensure, supervise and coordinate with other departments the implementation of Long Term Scheduled flights program alterations based on appropriate process.
- To keep Commercial Departments informed about rational and opportunities (free windows where ad-hoc/charters could be introduced in the flights program).
- To update and maintain data integrity through the IT solution (Sabre) to ensure all parties have access to the latest schedules updates for both SMH and LH flights.
- To maintain Flights Systems up to date with operational restrictions (curfew, airports restrictions, etc).
- To liaise with the Technical Department to anticipate maintenance impacts on flights programs.
- To liaise with the Training Department to anticipate training needs and requirements.
- To coordinate Slots and Traffic Rights in collaboration with Slots Allocation and Public Affairs Officer (SAPAO) to ensure Scheduled flights programs are set up in accordance. In case of discrepancy, to ensure appropriate actions are taken to adjust.
- To send out the seasonal schedules to the ASLB stations and update for additional flights and changes.
- To inform third party operators of the last schedules updates for both SMH and LH.
- To ensure updating and publication on ASLB Website of LH Schedules which can be accessible to the public.

#### **Third parties Operations**

- To implement in the flights system the Seasonal flights programs considering imperatives of crews, maintenance, slots, curfews, traffic rights and any other additional needs.
- To propose solutions to guarantee the most efficient schedules.
- To act as first point of contact for the Scheduling of Third Party Operators.

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- To ensure and maintain commercial approach and good communication with third party Operators.
- To coordinate with other ASLB Departments involved when flights schedule is modified (Crewing, Training, Traffic Rights, slots, Maintenance, etc.).
- To ensure Third parties may have direct and easy access to Systems or Flights Data Basis.

## **SECONDARY TASKS**

- Resilience for SAPAO.
- The backup management of the Company's slots (EU and Non-EU Operations including Third Party).
- The backup for analysis, reporting, follow up and support on Public Affairs matters.

## **Preferred experience/ knowledge**

- Higher Education or University Degree and/or preferably qualified in-Flight Operations.
- Operational experience in aviation (minimum 5 years ideally), preferably related to ASLB network operations.
- Experience in an air operation environment would be a definite advantage.
- Affinity of ASLB services and processes especially those relating to own department.
- To demonstrate excellent spoken and written reporting capability. The function requires solid data analytical skills.
- To be able to prioritize tasks and work autonomously.
- Solid PC skills including MS Office, SITA, Sabre RM, SkyMaster, ...
- Extended computer skills are required as the position requires mastering of the company system as well as ability to interfere with IT teams and providers.
- Full fluency in English is an absolute prerequisite.
- Any other language skills would be an asset.
- A sound and effective self-organisation, strong problem-solving capability.
- Really good organization skills and pro-activity, rapid decision making.
- Assertive, tactful, confidentiality at all times.
- Stress resistant.
- High standard of self-motivation to meet targets and time-scales.

## **Contract type**

Undetermined period contract – Full time job.

- The function requires flexibility and out of office availability for emergencies.
- Due to the nature of the function, it is required to be contactable in defined periods.
- The function may require business travels.

## **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.