



**Job Title:** Operations Support Officer

**Reports to:** OCC Manager

**Department:** Operations, ASL Head office, Swords, Co. Dublin, Ireland.

**Shift Pattern:** 2 days 07:00 to 19:00, 2 nights 19:00 to 07:00, 4 days off

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**Job Purpose:**

To assist the OCC Manager to respond to changing circumstances on a daily basis by planning the best utilisation of both aircraft and aircrew.

**Principal Accountabilities:**

- Amendment and management of the daily flight schedule.
- Amendment and management of the day to day flight rosters and any necessary forward planning in accordance with the FTL scheme.
- The advising to flight crew of details of duties and other relevant information including any amendments required as a result of changes to the flying programme.
- Liaison with Operations and Commercial personnel regarding crew availability for specific aircraft fleet requirements, including charter enquiries.
- The "out of hours" responsibility for the arranging of hotels, airline positioning, taxis etc. for all aircrew (and when required, admin staff) together with the accurate documenting of all relevant requests to third party suppliers.
- The completion of a full briefing and hand over report (verbal and written) to the oncoming shift personnel, specifically highlighting items for urgent action.
- Ad-hoc activities and analysis as required by management
- Shall maintain competence on the basis of continued education and training in their area of responsibility. The company will facilitate this process.

**Closing date for written applications is 31<sup>st</sup> October 2017**

**If you would like to apply please forward your written application to  
[llittle@aslairlines.com](mailto:llittle@aslairlines.com)**