



Job Title: Rostering Administrator (Maternity Leave Cover)
Reports to: Operations Administration Manager
Department: Operations Control Centre
Shift Pattern: 09.00 – 17.30 Mon-Fri
Term: 12 month Fixed Term Contract (Maternity Leave Cover)

Job Purpose

This role has a function covering forward rostering. The purpose of the role may be summarised as follows:-

- To forward plan the company's rostering requirements culminating in the issue of a timely and accurate aircrew roster on a monthly basis
- To respond to changing circumstances on a daily basis by planning the best utilisation of aircrew in line with the appropriate FTL schemes and for communication of such plans
- Forward plan all crew training and leave requirements
- To provide Support for the Operations Officer.

Principal Accountabilities:

- The issue of a forward roster for the Company's fleets which are issued in accordance with the appropriate Operations manuals in terms of timeliness, FTL schemes and the ongoing requirements of crew training, validations, medicals, leave and all other factors needing consideration during the appropriate roster period
- 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
- 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 5th July 2019

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