



Part Time Operations Officer

Weston Aviation is looking to recruit a Part Time Operations Officer. The successful candidate will be required to work at both Robin Hood Airport Doncaster Sheffield (RHADS) and Humberside Airport. Reporting to the Station Manager at both bases, you will be joining a friendly, professional team and will be responsible for co-ordinating and planning all activities essential to VIP ground handling. Duties will include but not be limited to processing handling requests, ensuring every detail is arranged, and meeting and greeting visiting VIP passengers and crew. You will also be involved in aircraft marshalling. Candidates must be extremely presentable and be able to use their own initiative as well as being a team player.

You must have previous face to face customer service experience and show exceptional communication and interpersonal skills. Preference will be given to those with aviation operations experience.

Candidates must have a full, clean driving licence and be prepared to work shifts. You must also be flexible to accommodate H24 airport operational requirements. Candidates must also be extremely computer literate as this is an integral part of the job.

This position is currently a part time position, and we will guarantee a minimum of 20 hours per week. However, it is hoped that this will eventually lead to a full time position, and preference will be given to candidates who are looking to step into a full time role if and when it becomes available.

Interested candidates should send a covering letter and CV to Becky Carver, General Manager by email at becky.carver@westonaviation.com.

The vacancy will close on Sunday 22nd September. Due to the high volume of interest, only successful candidates will be contacted.

All applications will be dealt with in the strictest confidence.

6th September 2013