



We are currently seeking new members to join our team in Belgrade for the position of Flight Preparation Officer. If you have a passion for the aviation industry and are interested in pursuing a career in this field, then this job may be a perfect fit for you.

As an entry-level position, the **Flight Preparation Officer** role is ideal for individuals who have little or no prior work experience.

Key Responsibilities:

- The main responsibility of this role is to ensure the smooth running of ground operations by arranging pre-flight operational services such as ground handling, overflight and landing permits, and fuel orders in different locations.
- Prompt management of incoming information is a crucial aspect of this role
- Communicating and providing support to the operator's sales teams
- Tracking the live flights and assisting the flight crew when needed
- Organizing transportation and hotel arrangements for the crew
- Organizing other services required for the flights to be performed

Your skills and experience:

- All communication is done in English, therefore high level of knowledge, both oral and written, is a must.
- Good computer literacy skills
- Ability to multitask effectively while paying close attention to details
- Ability to prioritize tasks
- Team-oriented
- Education - High School (technical, traffic or tourism school is preferred)
- Knowledge of the German language is an advantage
- Previous experience in aviation, transport, logistics, and tourism is a plus

We provide full on-the-job training for this role, which will enable you to coordinate all services and provide support for aircraft ground operations.

Please send us your CV in English via following email: staff@luxflight.eu

Applications deadline is 15.03.2024.

Only short-listed candidates will be contacted.