



## **CREW TRAINING ADMINISTRATOR. GATWICK, UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (THE)**

### **Crew Training Administrator | Ascend Airways**

London Gatwick, UK

Full-Time

- £27,500

With a newly acquired UK AOC Ascend Airways are operating a small fleet of Boeing 737 aircraft (NG and MAX) in the ACMI market, opening its first operational base at London Gatwick in early 2024. The company is part of Avia Solutions Group, the world's largest ACMI (Aircraft, Crew, Maintenance, and Insurance) provider, operating a fleet of 221 aircraft on 6 continents.

The group also provides a range of aviation services: MRO (Maintenance, Repair, and Overhaul), pilot and crew training, ground handling, as well as a variety of associated aviation services. Supported by 14,000 highly skilled aviation professionals, the group is a parent company to over 250+ subsidiaries

The Crew Training Administrator will play a crucial role in supporting our Training Department, crew, and our wider airline operation, assisting with all administrative duties to support the team, such as training schedules, and the upkeep of mandatory procedures and documentation. The role requires strong organisational skills and attention to detail.

### **Responsibilities:**

- Provide administrative support to the crew training department, including management and monitoring of crew training records.
- Assist with the organisation and delivery of Flight Crew and Cabin Crew training courses, such as venue bookings and on-boarding tasks.
- Co-ordinate diaries and training schedules to ensure that training deadlines and objectives are met.
- Organise departmental meetings and attend to take minutes when required.
- Other tasks within the department, as directed by line manager

### **The Ideal Candidate will have the following experience and attributes:**

- Proven administration skills and experience.
- Comfortable working to deadlines.
- Excellent IT skills/ Proficiency in Microsoft Word, Excel etc.
- Previous experience in the aviation/airline industry, particularly in a crew records role, would be desired but not necessary .

### **Benefits:**

- 4.5% Company pension contribution

- Corporate and social events
- Parking at Gatwick Airport

If you are interested in this position or would like to hear more, please reach out to [recruitment@ascendairways.aero](mailto:recruitment@ascendairways.aero)

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Ascend Airways is a UK-based ACMI and charter airline offering the quietest, most fuel-efficient aircraft to enable customers to fulfil their capacity requirement and meet environmental objectives.