



FLIGHT OPERATIONS STANDARD SPECIALIST. BANGKOK, THAILAND

Welcome aboard!

About us:

BBN Airlines Thailand is a leading provider of ACMI (Aircraft, Crew, Maintenance, and Insurance) and charter aircraft services across Thailand, tailored to meet the operational needs of airlines, tour operators, and aviation stakeholders worldwide.

As a partner of Avia Solutions Group — the world's largest ACMI provider — we have access to a global network of over 250 aviation businesses and are backed by a team of 14,000+ aviation professionals. The group's comprehensive services include MRO (Maintenance, Repair, and Overhaul), pilot and crew training, ground handling, and a wide range of aviation support solutions.

Flight Operations Standard Specialist

We are looking for a detail-oriented and organized Flight Operations Standard Specialist to support the Flight Operations team in maintaining operational documentation, flight crew records, compliance monitoring, and administrative coordination.

This role is ideal for someone who enjoys working in a structured environment, managing records and documents, coordinating with multiple stakeholders, and ensuring compliance with aviation regulations and company standards.

Job Description

Flight Operations Documentation & Compliance

- Manage and update Flight Operations manuals and related operational documents.
- Publish operational notices, crew instructions, and company communications through the document management system.
- Track document acknowledgements and follow up with crew members when required.
- Maintain revision records and document control registers.

Crew Records & Qualification Monitoring

- Maintain and update flight crew personnel records, including:
 - Flying licenses
 - Medical certificates
 - Passport and visa records
 - Language proficiency endorsements
 - Vaccination records
- Monitor expiry dates of licenses, medical certificates, and qualifications.

- Notify relevant stakeholders before any important qualification expires.
- Support onboarding and offboarding processes for flight crew, including system access and company assets.

Reporting & Regulatory Administration

- Maintain records related to flight duty periods, fatigue reports, and operational reports.
- Prepare data and reports for internal meetings and regulatory requirements.
- Ensure required submissions and records are maintained according to company and regulatory standards.

Meeting & Administrative Support

- Schedule Flight Operations and crew meetings.
- Prepare agendas, record meeting minutes, and distribute action items.
- Maintain departmental action logs and follow up on assigned actions.
- Support audit and compliance record management.

Crew Support & Welfare Administration

- Serve as a key administrative contact for flight crew.
- Coordinate crew travel documentation and operational administrative requirements.
- Support crew accommodation and rotation arrangements.
- Manage company-issued iPads and operational equipment records.

Records Management & Archiving

- File, archive, retrieve, and maintain Flight Operations records.
- Support proper retention and disposal of operational documentation.
- Ensure records are organized and readily available when required.

General Responsibilities

- Support company Quality, Safety, and Security initiatives.
- Perform other duties assigned by the Chief Pilot or Flight Operations Director.

Requirements

- Bachelor's Degree or equivalent relevant work experience.
- Minimum 2 years of working experience in aviation, airline operations, flight operations administration, compliance, document control, or similar fields would be an advantage.
- Good command of English
- Proficient in Microsoft Office applications.
- Strong organizational and coordination skills.
- Excellent attention to detail.
- Ability to manage multiple tasks and deadlines.
- Able to handle confidential information professionally.

Please note: Only shortlisted candidates will be contacted for an interview. You must be able to successfully pass pre-employment and continuing medical, drug and alcohol pathology screening. BBN Airlines Thailand is committed to equal opportunity employment through fair recruitment practices.

BBN Airlines Thailand is the premier ACMI leasing and on-demand charter services operator based in Thailand.