



CREW RECORDS ADMINISTRATOR. BISHOPS STORTFORD, UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (THE)

Ascend Airways | Crew Records Administrator

Bishops Stortford, UK

£25,000

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

Ascend Airways are in search for a crew records administrator to join our Operations Department.

Reporting to the Rostering Manager the Crew Records Administrator will play a crucial role in supporting our Rostering, Crewing and Training teams and the wider airline operation, assisting with all administrative duties related to Crew Records and associated documentation. The role requires strong organisational skills and attention to detail.

Responsibilities:

- Provide administrative support to the Rostering and Crewing teams, with regard to the creation, updating and deletion of Crew Records.
- Provide administrative support to the Training Department, with regard to the upkeep of Crew Training Records.
- Report regularly on key Crew Record kpis at departmental meetings or as directed by the DFO.
- Serve as the company Subject Matter Expert on Crew Records and the associated software.
- Other tasks within the department, as directed by their manager.

The successful candidate will have the following experiences and attributes:

- Proven administration skills and experience.
- Comfortable working to deadlines.
- Excellent IT skills.
- Previous experience in the aviation/airline industry, particularly in a crew records role, would be an advantage.
- Previous experience with Crewdox would be an advantage

At Ascend Airways we offer a **competitive salary**, and an **inclusive and attractive working**

environment that supports opportunity for career progression.

If you are interested in this role we encourage you to apply with your CV, or if you wish to hear more please reach out to recruitment@ascendairways.aero

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.