



CREW ROSTER OFFICER. 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.

Responsibilities:

- Prepare and maintain monthly and daily crew rosters in compliance with CAAT regulations and company policies.
- Monitor crew qualifications, training, medicals, and license validity to ensure operational compliance.
- Process leave requests, training schedules, route training, and other roster inputs.
- Maintain crew scheduling databases and records accurately.
- Coordinate with Flight Operations, Training, OCC, and HR on crew planning activities.
- Assist with manpower planning, roster adjustments, and operational recovery.
- Generate reports and statistics related to crew rostering and utilization.
- Escalate roster irregularities and compliance issues to the Crew Rostering Supervisor.

Requirements:

- Bachelor's degree or equivalent experience
- 1-2 years' experience in airline operations, crew scheduling, crew planning, or related aviation fields.
- Knowledge of crew rostering and airline operations.
- Basic understanding of CAAT regulations and FTL requirements.
- Proficient in Microsoft Office (especially Excel).
- Familiarity with crew scheduling systems.

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