



LOGISTICS CO-ORDINATOR. BISHOPS STORTFORD, UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (THE)

Logistics Co-Ordinator | Ascend Airways

Bishops Stortford, UK

UK AOC holder Ascend Airways are operating a 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 Logistics Co-Ordinator is a critical role in ensuring the safe and effective management of booking hotel and travel arrangements of our crew members. In this role you will be responsible for, Assisting the Crew Control Officer for booking of all the hotel and travel necessities in advance and on the day of operation. The LCO must work to departmental procedures and industry regulations. You should be both proactive and reactive, with a high attention to detail and cost control in a fast-paced environment.

Responsibilities:

- Book hotel accommodation for our company's requirements.
- Book flights for our company requirements.
- Book ground transport for our company requirements.
- Cost Analysis for all hotel and transport requirements.
- Record and assist any recharging of hotel and travel requirements to our customers.
- Assist the Crew Control Officer in requesting all Visa requirements.

The successful candidate will have the following experiences and attributes:

- Experience of booking travel requirements for an organization.
- Proficient in cost control measures.
- Strong numerical / analytical skills.
- Knowledge of worldwide visa requirements.

At Ascend Airways, we offer an attractive and inclusive working environment that supports opportunity for career progression.

If you are interested in this position and would like to hear more, please reach out to recruitment@ascendarways.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.