



FLIGHT DISPATCHER. RIGA, LATVIA

As a Flight Dispatcher, you'll be at the heart of our operations, crafting and controlling ATS flight plans for every flight. You'll swiftly adapt plans as conditions change, keeping pilots and teams updated. Monitor flights in real-time, conduct route analyses, and oversee global flight planning, including ETOPS and ultra-long-range flights. Prepare vital flight documentation, track ATC slots, review NOTAMs, and champion our safety culture.

Key Responsibilities:

- Your daily duties will include the preparation of operational and ATS flight plans to operate and control ATS flight plans for every intended flight, including training, test, and aircraft delivery flights operated by SmartLynx Airlines;
- Revising operational flight plans as and when conditions require, and communicating revisions to the pilot-in-command and involved divisions and departments;
- You will maintain up-to-date information on the progress and status of operational flights;
- Monitor all factors and conditions that may affect the operational flight plan;
- Perform flight feasibility, route analyses, and tactical overview of all flights operated by SmartLynx;
- You will be responsible for worldwide flight planning, including ETOPS and ultra-long-range flights;
- Preparation of flight documentation;
- Flight watch and ATC slot monitoring;
- NOTAM review and NOTAM monitoring;
- Active support to the company safety culture and program.

Requirements:

- You should have at least 3 years of experience in a similar position in an airline;
- Flight Dispatcher License will be considered as an advantage;
- Fluent English language proficiency (both verbal and written);
- You should have good planning skills that go along with proper time management and flexibility;
- You are able to take ownership and solve problems;
- An aviation safety background is essential for this role;
- You should have excellent communication skills (both verbal and in writing);
- You should possess a willingness to do shift work including nights & weekends.

This is why you will love to work with us:

- Opportunity to work together with global aviation experts;
- International, friendly, modern, and comfortable work environment;
- Fully paid lunch and healthy snacks in the office;
- Advanced health insurance after probation period;
- Paid day off on your birthday;
- For professional and personal development opportunities, join our Talent Academy, Leaders Club, or

- other development incentives;
- Corporate and social events;
- Competitive salary ranging from 11.30 EUR/gross per hour based on your competencies and experience.

Apply here: <https://careers.smartlynx.aero/jobs/4800492-flight-dispatcher>

**Please note that background checks will be conducted on all applicants and restrictions that can suspend the process of employment in accordance with the Law on Aviation Article 57.1. will be additionally evaluated.*

By applying to this job advertisement, the applicant takes full responsibility for declaring truthful information. In case, if information submitted will be discovered false or the Background Check result will return negative, participation in the recruitment process will be terminated.

In its 27 years in the ACMI and air charter business, SmartLynx Airlines has earned a name for itself as one of the finest in the industry. Operating a fleet of Airbus A320s and Airbus A321s aircraft, the airline transports over 3 million passengers annually in Europe and Asia.