



## **FLIGHT OPERATIONS SUPPORT OFFICER. GATWICK, UNITED KINGDOM**

Magma Aviation has a new and exciting opportunity available for a **Flight Operations Support Officer** to join our growing team in either **Gatwick (UK)**.

If you are an enthusiastic Senior Operations Support Officer with a strong professional background looking to progress your career with a fast growing organisation that supports career development and internal progression, please apply today!

Magma Aviation commercially markets dedicated wide-body cargo aircraft capacity, contracted on an exclusive basis from third-party airlines.

The UK-based company currently manages a fleet of Boeing 747-400F aircraft and offers a range of ad hoc and regular flying capacity to freight forwarders, logistics providers, and charter brokers.

Whether it's moving perishable cargo from Africa to Europe, or a shipment of automotive components around the world - Magma tailors its services around the client's specific needs.

Magma Aviation is a subsidiary of the Chapman Freeborn Group. Chapman Freeborn combines over 45 years of experience with unrivalled global coverage to meet the air charter requirements of customers 24 hours a day, 365 days a year.

Chapman Freeborn's depth of aviation expertise includes managing passenger and cargo charter operations, aircraft leasing, humanitarian airlifts, and much more.

### **Purpose of Role**

- Provide prompt and efficient aviation logistical services to clients.
- Provide a professional and positive image of the Company to clients and suppliers.
- Promote and act positively upon all commercial opportunities for the business.
- To train, coach and guide the Officers to ensure that they adhere to company guidelines and follow best practices in order to minimise company liability and exposure.

### **Key Job Responsibilities**

- Assist Ops Support Supervisor in training Ops Support Officers;
- Assist Ops Support Supervisor in improving department checklists, procedures and manuals;
- Assist Ops Support Officers in their daily tasks;
- Follow the Company operating systems and procedures;
- Ensure all outstanding Ops Support requests are followed up on a daily basis;
- Ensure the most cost effective routings are planned in accordance with 3rd party Operator's duty time limitations, where any discrepancies are found this must be escalated to the relevant

- commercial personnel immediately;
- Calculate optimal fuel policies and arrange fuel orders in line with the flight schedule;
  - Provide airport handling quotations, route performance studies and airport suitability studies, as requested by Commercial department / Operations management;
  - Manage company flight scheduling software and update as requested by Commercial department / Operations management;
  - Arrange overflight and landing clearances in line with the flight schedule;
  - Arrange ground handling services and airport slots in line with the flight schedule;
  - Arrange crew commercial flights and hotel accommodation in line with the flight schedule;
  - Manage department JetPlanner route database and update as required ;
  - Publish long term schedule notifications to third party airlines, suppliers and clients ;
  - Ensure all requested services are recorded in company IT software;
  - Conduct effective and thorough handover with off going and oncoming shifts to ensure nil duplication or missed tasks; and
  - Approval of invoices for all services used by Ops Support department as requested by Ops Support Supervisor;
  - Record information from aircraft flight logs in company IT software.

We offer a competitive salary and a great benefits package to the right candidate.

**Recruitment agencies: please note we have an in-house recruiter alongside a preferred agency list which we review annually. Therefore, we do not accept any CVs or applications sent to us on a speculative basis. We are pro-active in reaching out to agencies if there is a business need so please refrain from calling us.**

Magma Aviation is proud to be an equal opportunity employer committed to workplace diversity.

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