



## **JUNIOR FLIGHT DISPATCHER. LLEIDA, SPAIN**

We're looking for a **Junior Flight Dispatcher** to join our team in Lleida. This role is about helping organize and support daily training flights for student pilots. You won't be flying planes, but you'll help make sure everything around the flights runs smoothly. You'll work closely with instructors, maintenance, and operations teams, learn how flight training is organized, and support day-to-day activities at the training centre. This is a good starting role if you're interested in aviation operations, coordination, or logistics and want to learn step by step. BAA Training operates internationally, with offices in Lithuania, Spain, France, Vietnam and India. Our environment is international, structured, and fast-moving, but you'll be supported and trained as you grow into the role.

### **We promise a highly challenging field and wide scope of responsibilities, which will initially cover:**

- Support planning of the daily training flight schedule.
- Check that flights are properly prepared before departure and follow established rules and procedures.
- Assist with flight preparation tasks, including checking weather conditions, airport status, and flight timing.
- Monitor daily flight operations and help manage changes caused by weather, operational constraints, or schedule updates.
- Coordinate with instructors, maintenance, and other operational teams to ensure smooth daily activities.
- Work closely with the Maintenance team to support aircraft availability.
- Track aircraft usage and help ensure flight-hour records are accurate and up to date.
- Support instructor scheduling and working time tracking.
- Assist with practical ground tasks, including pushing aircraft on the apron and supporting aircraft refueling, always following safety instructions and procedures.
- Update internal systems with information related to flights and student training progress.
- Use company IT systems to monitor and support daily operations.
- Participate in short daily team meetings.
- Work in shifts, including weekends and public holidays (40 hours per week).
- Carry out other tasks assigned by your manager, in line with approved company processes.

### **We dream about a team member who:**

- Are interested in aviation, logistics, coordination, or operational work, even if you haven't worked in aviation before.
- Are comfortable with hands-on tasks and working outdoors as part of your role.
- Like organizing things and keeping track of details.
- Communicate clearly and enjoy working with different people.
- Can stay calm when plans change and adapt quickly.
- Are willing to learn and take responsibility for your tasks.

- Are comfortable using computers and basic office tools (Microsoft Office 365).
- Can handle several tasks at the same time with guidance.
- Use English comfortably at work.
- Are flexible with working hours and reliable.
- Bring a positive attitude and curiosity about how things work behind the scenes.

### **What we offer you:**

- A health Insurance package after 3 months working for the Company.
- Work from home in compliance with company policy.
- Additional holiday days for loyalty after 2 years of work for Company.
- A Wellness Day to take care of yourself and a Birthday Day to celebrate.
- Mental gym to support your emotional wellbeing from Mindletic.
- An entertainment flight with a full flight aviation training simulator.
- Convenient parking space at the company campus.
- Extensive on boarding plan to ease your integration into the company.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve as well as duty trips to headquarters in Lithuania.
- Opportunities to grow, if you're motivated to develop your career, we have plenty of real examples to prove it's possible.

Salary: from 1700 € to 1850 € (brutto)

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**BAA Training** is one of the TOP 3 biggest independent aviation training centres in Europe providing a full scope of aviation training solutions on both – B2B and B2C levels. We are accelerating with the ambitious expansion in Europe and Asia and working with clients from 96 countries. Our mission is to provide aviation community with highly-qualified aviation professionals.