



FLIGHT OPERATIONS ADMINISTRATION OFFICER (FIXED-TERM). BRISBANE, AUSTRALIA

Welcome aboard!

About us

Skytrans Australia is part of Avia Solutions Group, the world's largest ACMI (Aircraft, Crew, Maintenance, and Insurance) provider, operating a fleet of 145 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

About the role

We are seeking a 6-month fixed-term Flight Operations Administration Officer to support the current workload of the rostering team. Reporting to the Manager Training and Flight Operations Administration, this fixed-term position can be based in our Brisbane or Cairns office, or performed remotely.

This critical role is responsible for supporting the smooth and efficient management of Flight Operations. The position provides support to the Fleet Managers (Flight and Cabin Crew) and the Head of Flight Operations (HOFO), ensuring operational efficiency, compliance with regulatory requirements, and the overall effectiveness of the Flight Operations team.

If you are an experienced rostering officer with CAO 48.1 experience, we would love to hear from you.

Key Responsibilities

- Developing and managing compliant aircrew rosters, ensuring operational efficiency and adherence to CASA and company regulatory requirements.
- Coordinating crew training and certification scheduling to align with operational and rostering needs.
- Managing crew administration, including allowances, expense approvals, documentation control, record keeping, and interdepartmental coordination.
- Undertaking additional operational and administrative duties as required by Fleet Managers, Manager Cabin Crew Operations, or HOFO.

About You

- Sound experience in aviation operations, with a focus on crew rostering (CAO 48.1) or operations management.
- Demonstrated administrative and organisational skills within an aviation environment.
- Experience in data analysis and performance metrics within an operational setting.
- High attention to detail.
- Strong communication and customer service skills.

How to apply:

If you have the skills and experience (or thereabouts), we'd love to hear from you! Please submit your cover letter and/or resume addressing the points mentioned above.

Only shortlisted candidates will be contacted for an interview. Applicants must be eligible to live and work in Australia as either a citizen, permanent resident, or hold an appropriate VISA. You must be able to successfully pass pre-employment and continuing medical, drug and alcohol pathology screening. Skytrans Australia is committed to equal opportunity employment through fair recruitment practices.

Queensland-based Australian airline, providing seasonal alternatives to Europe and empowering Avia Solutions Group's ACMI services in the Asia-Pacific.