



OPERATIONS SUPPORT OFFICER. GATWICK, UNITED KINGDOM

We are currently recruiting for an **Operations Support Officer** to join our growing team in **Gatwick**. The ideal candidate will have previous experience in flight planning, as well as the ability to work under pressure in a time critical and changing environment.

The job role holder will be required to handle multiple priorities and monitor a number of flights at the same time. Confidence to arrange permits, fuel and ground handling in a both timely and cost effective manner is essential to succeed in this position.

The successful candidate will be a strong communicator with a great eye for detail. The ability to work on a shift pattern of 4 on 4 off - 12 hour shifts consisting of 2 day shifts and 2 night shifts is essential for this position.

Purpose of the 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

Key Responsibilities of the Role

- Follow the Company operating systems and procedures;
- Ensure all outstanding Ops Support requests are followed up on a daily basis;
- 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;
- Publish long term schedule notifications to third party airlines, suppliers and clients;
- 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;

What will our ideal candidate have?

- Minimum 2 Years of **relevant** experience
- To be based near Gatwick
- Excellent communication skills at an effective operational command
- Experience in Aviation industry
- Team player to work in a fast-paced environment

What's It In It For You

- Comprehensive benefits package
- Opportunity to join a global company and be part of a diverse international team
- Unlimited access to thousands of courses on LinkedIn Learning platform

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

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, who combine 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.

The Chapman Freeborn Group is also family member of Avia Solutions Group, the largest aerospace business group from Central & Eastern Europe with 83 offices and production stations providing aviation services and solutions worldwide.

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.

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