



CREW ROSTERING SUPERVISOR. BANGKOK, THAILAND

Welcome aboard!

About us:

BBN Airlines Thailand is a leading provider of ACMI (Aircraft, Crew, Maintenance, and Insurance) and charter aircraft services across Thailand, tailored to meet the operational needs of airlines, tour operators, and aviation stakeholders worldwide.

As a partner of **Avia Solutions Group** — the world's largest ACMI provider — we have access to a global network of over 250 aviation businesses and are backed by a team of 14,000+ aviation professionals. The group's comprehensive services include MRO (Maintenance, Repair, and Overhaul), pilot and crew training, ground handling, and a wide range of aviation support solutions.

Responsibilities:

- Supervise the monthly schedules to ensure all crew members' rosters are legal in reference to CAAT rules and company regulations in timely fashion.
- Planning short term and long-term manpower in order to analyzing the Crew pairing accordingly.
- Provide and support all necessary information, statistic data and past record related to the external department if any required.
- To be an advisory to the team in term of confirming and supporting the decision making.
- Monitor and update the related database for Crew Rostering unit.
- Final check the hotel accommodation reserved for crew member stay over out-base for the whole TPI period (monthly and annually).
- Supervisory and analyzing input ground activities ex. Crew request via Crew web portal, pilot route train, Supervisory flight, etc., prior roster created.
- Plan and allocate leave request both VAC and VAS for the purpose of workforce in monthly roster planning.
- Ensure all crew are qualified to operate flight according to Thai CAAT, company policies and standard procedures. Coordinate and conversant with related department if any unqualified case has been occurred.
- Generate report in term of monthly summary for submit to manager and related department ex. Roster summary, Pairing report, Pilot route train report, monthly Block Hour report for CAAT etc.
- Manage tasks assigned and schedule for crew planner section.
- Report all irregularities to Chief Operations Control immediately.
- Carry out all concerned duties regarding Quality, Safety & Security required by the company.
- Manage personnel-related issues in division/department and implement occupational health & safety environment practice in order to prevent accident to employees in workplace.
- Transfer knowledge, guide and coach team members to develop capabilities to deliver expected performance. Encourage team members on continuous learning for performance and career development.

- Communicate information policies, strategies correctly and effectively to all employees in order to apply in practice.
- Responsible for his/her career, self-development and continuous learning, which include participation in performance management system, training, knowledge management activities, and other development activities provided by the organization.

Requirements:

- Minimum 3-5 years of experience in airline crew scheduling, crew rostering, operations control, manpower planning, or a related aviation operational function.
- Experience working with flight crew rostering systems, crew management software, or airline operational systems.
- Knowledge of airline operational environments and crew planning processes.
- Strong understanding of Civil Aviation Authority of Thailand (CAAT) regulations related to Flight Time Limitations (FTL) and crew scheduling.
- Strong attention to detail and accuracy.
- Ability to work effectively under pressure and manage multiple priorities within a dynamic operational environment.
- Good command of spoken and written English.

Please note: Only shortlisted candidates will be contacted for an interview. You must be able to successfully pass pre-employment and continuing medical, drug and alcohol pathology screening. BBN Airlines Thailand is committed to equal opportunity employment through fair recruitment practices.

BBN Airlines Thailand is the premier ACMI leasing and on-demand charter services operator based in Thailand.