



CREW CONTROL OFFICER. RIGA, LATVIA

SmartLynx Airlines is a leading ACMI (Aircraft, Crew, Maintenance, and Insurance) operator, recognized for its reliability and innovation. We are committed to delivering exceptional service and operational excellence across our global network.

We are seeking a proactive and detail-oriented Crew Control Officer to join our dynamic Operations team. In this role, you will ensure efficient crew scheduling and compliance with aviation regulations while supporting uninterrupted flight operations.

Key Responsibilities:

- Monitor and manage daily crew rosters, ensuring compliance with duty and rest time regulations.
- Handle crew adjustments for operational disruptions, such as delays or unforeseen absences.
- Communicate schedule changes promptly to crew members and relevant departments.
- Collaborate with Operations and Training teams to resolve crew-related issues.
- Maintain up-to-date records of crew activities and ensure data accuracy in the scheduling system.
- Assist in managing crew travel arrangements when necessary.

Qualifications:

- Experience in crew control or operations within the aviation industry is preferred.
- Fluency in English, both written and spoken, is essential.
- Excellent problem-solving and decision-making skills under pressure.
- Strong organizational and communication skills.
- Proficiency in scheduling software and the Microsoft Office Suite.
- Willingness to work in shifts, including nights and weekends.

This is why you will love to work with us:

- Opportunity to work together with global aviation experts.
- International, friendly, modern, and comfortable work environment.
- Fully paid lunch and healthy snacks in the office.
- Advanced health insurance after the probation period.
- Paid day off on your birthday.
- For professional and personal development opportunities, join our Talent Academy, Leaders Club, or other development incentives.
- Corporate and social events.

**Please note that background checks will be conducted on all applicants and restrictions that can suspend the process of employment in accordance with the Law on Aviation Article 57.1. will be additionally evaluated.*

By applying to this job advertisement, the applicant takes full responsibility for declaring truthful

information. In case, if information submitted will be discovered false or the Background Check result will return negative, participation in the recruitment process will be terminated.

In its 27 years in the ACMI and air charter business, SmartLynx Airlines has earned a name for itself as one of the finest in the industry. Operating a fleet of Airbus A320s and Airbus A321s aircraft, the airline transports over 3 million passengers annually in Europe and Asia.