



FLIGHT OPERATIONS SUPPORT OFFICER. GATWICK, UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (THE)

Magma Aviation has a new and exciting opportunity available for a **Flight Operations Support Officer** to join our growing team in either **Gatwick (UK)**.

If you are an enthusiastic Senior Operations Support Officer with a strong professional background looking to progress your career with a fast growing organisation that supports career development and internal progression, please apply today!

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. Chapman Freeborn combines 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.

Purpose of 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.
- To train, coach and guide the Officers to ensure that they adhere to company guidelines and follow best practices in order to minimise company liability and exposure.

Key Job Responsibilities

- Assist Ops Support Supervisor in training Ops Support Officers;
- Assist Ops Support Supervisor in improving department checklists, procedures and manuals;
- Assist Ops Support Officers in their daily tasks;
- Follow the Company operating systems and procedures;
- Ensure all outstanding Ops Support requests are followed up on a daily basis;
- Ensure the most cost effective routings are planned in accordance with 3rd party Operator's duty

time limitations, where any discrepancies are found this must be escalated to the relevant commercial personnel immediately;

- 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;
- Manage department JetPlanner route database and update as required ;
- Publish long term schedule notifications to third party airlines, suppliers and clients ;
- Ensure all requested services are recorded in company IT software;
- 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;
- Record information from aircraft flight logs in company IT software.

We offer a competitive salary and a great benefits package to the right candidate.

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.

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

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