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| Job Title: | Part-Time Operations Assistant |
| Department/Group: | Operations |
| Location: | White Waltham Airfield |
| Level/Salary Range: | Min wage |
| Date posted: | July 15, 2014 |

E-MAIL YOUR CV TO:

recruitment@wlac.co.uk

Subject Line: Part-time Operations Assistant Vacancy

MAIL YOUR CV TO: RECRUITMENT MANAGER

West London Aero Club
White Waltham Aerodrome
Maidenhead
SL6 3NJ

Job Description

ROLE AND RESPONSIBILITIES

The role of the Operations Assistant is complex and requires attention to detail, diligence and a responsible attitude. The ideal candidate will be a capable individual able to work as part of a team and on their own. The ability to use your initiative is essential. An Air/Ground radio licence will be required although training will be provided as required for the successful candidate. Excellent customer service skills are a pre-requisite. A keen interest in aviation is desirable with the preferred candidate either having a PPL or working towards one.

This role will mainly be required at week-ends with occasional midweek shifts.

Responsibilities:

- Manage bookings
- Provision of up to date weather data
- Taking payment
- Customer liaison
- Updating Aircraft documentation
- Assisting with scheduling of aircraft maintenance
- Allocation of aircraft
- Selling Trial Lessons
- Operating the Air/Ground radio
- Liaising with the Ground Crew
- Creating NOTAMs
- Uploading and interpreting GPS data



- Dealing with noise complaints
- Various administrative tasks
- Other duties as required from time to time

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- PPL (desirable)
- Educated to GCSE level with Maths and English level C

PREFERRED SKILLS

- Excellent communication skills both verbal and written
- Presentable
- IT Literate
- Able to prioritise tasks
- Highly motivated
- Exceptional inter-personal skills
- Excellent customer service skills
- Able to work well under pressure
- Flexible
- Adaptable
- Responsible attitude
- Honest
- Reliable
- Punctual