



## WEST LONDON AERO CLUB

<b>Job Title:</b>	<b>Full-Time Operations Assistant - 30 – 40 hrs per week</b>
<b>Department/Group:</b>	Operations
<b>Location:</b>	White Waltham Airfield
<b>Level/Salary Range:</b>	Min wage/depending on experience

**E-MAIL YOUR CV TO: [RECRUITMENT@WLAC.CO.UK](mailto:RECRUITMENT@WLAC.CO.UK) SUBJECT LINE: OPERATIONS ASSISTANT VACANCY**

**MAIL YOUR CV TO: RECRUITMENT - WEST LONDON AERO CLUB, WHITE WALTHAM AIRFIELD, MAIDENHEAD SL6 3NJ**

### Job Description

**ROLE AND RESPONSIBILITIES - THE ROLE OF THE FLIGHT OPERATIONS ASSISTANT REPORTS TO THE OPERATIONS MANAGER. THE ROLE IS COMPLEX AND REQUIRES ATTENTION TO DETAIL, DILIGENCE AND A RESPONSIBLE ATTITUDE. DEPENDING ON THE SHIFT, THE DAY CAN START AT 7.30AM. THE AIRFIELD IS OPERATIONAL FROM 8AM UNTIL 8PM IN THE SUMMER MONTHS.**

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 is necessary - training will be provided 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 considering working towards one. It is essential to be able to multi-task effectively. This role will be required during weekends as well as midweek shifts.

#### Responsibilities:

- Computer based tasks such as: Manage bookings, Taking payments, Allocation of aircraft, answering Emails. Using the Aircraft Management System, updating Aircraft Documentation, Creating NOTAMs, Provision of up to date weather data
- Other tasks will include; Customer liaison, Assisting with scheduling of aircraft maintenance, Operating the Air/Ground radio, Liaising with the Ground Crew and Flying Instructors
- Dealing with noise complaints
- Various administrative tasks

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS -

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

#### PREFERRED SKILLS

- Excellent communication skills both verbal and written
- Presentable, Flexible, Adaptable, Responsible, Honest, Reliable, Punctual,
- IT Literate – good knowledge of Excel and Word
- Able to prioritise tasks, Highly motivated, Exceptional inter-personal and customer skills
- Able to work under pressure.