



Comlux The Aviation Group is one of the finest aircraft charter companies, rapidly expanding its exclusive fleet of business aircrafts.

To support our newly created **Operations Control Center in Bahrain**, we are looking for a dynamic and highly motivated

Crew Controller (OCC Bahrain)

In this challenging position your main duties and key responsibilities are:

- Cooperation with Crew Travel Coordinator, Flight Dispatch and Sales Department according to the duty schedules and work assignments (schedule 24 hrs / 7 days)
- Evaluation of feasibility and legality of proposed private and charter flights with respect to crew duty/rest time and crew qualification rules.
- Flight Crews scheduling (rostering) according to Company policy and respective EU OPS rules in a timely manner.
- Planned and actual flight programme monitoring in order to identify possible duty/rest time irregularities and find/propose suitable back up solutions.
- Coordination and initialization of Travel arrangements for flight crew members and other Comlux staff during any absence of the Travel Coordinator.
- Co-ordination and communication between the flight crew members and all relevant departments of Comlux in order to provide a safe and efficient flight service.
- Reception of Post Flight Data and enter into the Operational System.
- Maintain crew records and operational data.
- Monitoring and support of international Crew member's passport validity and visa requirements in the view of the intended travel arrangements together with the Travel Coordinator

To fulfil this position successfully, your qualifications and experience shall include:

- Min 3 years of experience as Business Aviation Crew Controller and/or in Operations as well as in air fares ticketing, hotel and travel bookings
- Very good knowledge of "Flight and Duty Time Limitations and Rest Requirements" according to EU-OPS 1 Subpart Q
- Proactive personality with strong organizing skills, team-oriented, flexible and able to provide solid results under high pressure
- Excellent communication skills in English / oral and written, another language will be a plus
- IT skills of travel related software – Amadeus or similar reservation systems and MS Office applications
- Willingness to rotating shift work (24 / 7).
- Able to work diligently, independently and reliably
- Willingness to relocate to Bahrain

Take the next step with us

We are looking for a highly committed, reliable, communicative and enthusiastic personality with good team spirit and excellent interpersonal skills. If you prefer a modern place of work in an international, multicultural environment, then we look forward to receiving your application. Please send your complete application documents including motivation by email to:

hr-flycomluxocc@comluxaviation.com.

The result of each successfully passed selection step will be communicated to the applicant in written form within 20 days. Unsuccessful applications may remain with the company and can be re-considered for a future position-opening, except where the applicant requests to withdraw his application. Candidates not meeting the mentioned requirements will not be contacted. Many thanks for your understanding