



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

Flight Dispatcher (OCC Bahrain)

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

- Flight scheduling (requesting and arranging overflight/landing permits, handling and fuel arrangements, additional supplementary services)
- Flight dispatch and operations control (flight planning, crew briefing, meteo and NOTAM analyses, movement control, crew control, irregularity handling, emergency response)
- Airport and Route analyses and feasibility checks to support commercial and flight operations department
- Operational administration (updating tools and databases used in operations department, operational daily reports)
- Crew notification
- Administrative duties relevant for flight dispatch department

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

- Minimum 3-5 years of experience in dispatch environment, preferably related to worldwide flight operations (dispatch or pilot license, as well as ETOPS experience are an asset)
- Ability to interpret weather and NOTAM information as well as airport/airspace NAV charts
- Familiarity with aircraft performance, international regulations, EASA rules, operations manual (OM), flight entry requirements
- 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/experience in use of dispatch related software – flight planning systems (i.e. Jetplanner), SITA/AFTN communications, sched/ops control systems and MS Office applications
- Willingness to work in rotating shifts (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.