



Comlux Aviation AG, based Kloten (ZH) is one of the finest aircraft charter companies rapidly expanding their exclusive fleet of business aircrafts.

To support our Dispatch Team in Kloten, Switzerland we are looking for a dynamic and highly motivated

Flight Dispatcher

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

- About 3 years of experience of worldwide flight planning preferably in a European environment
- Good knowledge of Jet Planner
- Knowledge in ETOPS flight planning.
- Experience to interpret and use weather charts, maps, forecasts, sequence reports, abbreviations, and symbols;
- Ability to interpret NOTAM
- Familiar with navigation and aircraft performances
- Flexibility to work in shifts with no fixed pattern
- Fluent in English (speaking and writing)
- Teamwork-orientated

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

- Several years of experience in worldwide flight operations
- 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 dispatch related software – Jeppesen or similar flight planning systems and MS Office applications
- Willingness to rotating shift work (24/7).
- Able to work diligently, independently and reliably

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 letter to Rosa Martinez, HR, by email: hr@comluxaviation.com.

In case of questions related to the job, please do not hesitate to contact our Head of Dispatch, Dominic Braun, (+41 43 888 72 55, dominic.braun@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.