



## **CREW CONTROL OFFICER. RIGA, LATVIA**

### **YOUR NEW EXCITING CHAPTER IN THE WORLD OF AVIATION BEGINS NOW WITH SMARTLYNX AIRLINES!**

We are a strong and rapidly growing industry-leading airline looking to expand and welcome new colleagues worldwide.

Kickstart your career in aviation with ease: most of our positions don't require previous aviation experience. The mentoring and training are on us, and the enthusiasm and passion for aviation are on you!

Join our growing company of more than 350 office employees and 1400 crew members and become a part of a dynamic, diverse & reputable team providing splendid ACMI, charter, and cargo services for top-tier clients worldwide.

Explore our open positions, and don't hesitate to apply - we are excited to have you on the team. Let's reach for the stars together!

To find out more about the company, visit our webpage-<https://www.smartlynx.aero/en/careers>

### **WHAT WILL YOU DO**

- You will ensure that crew activities are scheduled in a timely, efficient, and effective manner and according to internal and local procedures;
- Check flight coverage for the next 72 hours period;
- Follow crew's legal flight duty and rest periods;
- You will perform all necessary arrangements and use all available communications to fulfill operational needs;
- In cooperation with the Commercial department, Crew Travel Officer and/or OCC handle ad-hoc flight requests;
- Ensure complete and precise information flow between shifts and other departments;
- Monitor roster disruptions on a monthly basis to minimize further roster disruptions.

### **LET'S TALK ABOUT YOU**

- University graduates or started higher education will be considered as an advantage;
- You have strong analytical skills and strategic thinking;
- Good planning skills that go along with proper time management and flexibility;
- You are able to identify problems and solve them quickly and efficiently;
- Mature and stress-resistant personality with good communication skills;
- Good MS Office skills;
- Excellent English (both written and spoken);
- Previous work experience in the aviation or tourism industry will be considered an advantage.

*\*Please note that background checks will be conducted on all applicants and restrictions that can suspend the process of employment in accordance with the Law on Aviation Article 57.1. will be additionally evaluated.*

*By applying to this job advertisement, the applicant takes full responsibility for declaring truthful information. In case, if information submitted will be discovered false or the Background Check result will return negative, participation in the recruitment process will be terminated.*

## **THIS IS WHY YOU WILL LOVE TO WORK WITH US**

- Opportunity to work together with global aviation experts;
- International, friendly, modern, and comfortable work environment;
- Fully paid lunch and healthy snacks in the office;
- Advanced health insurance after probation period;
- Paid day off on your birthday;
- Affordable travel option on SmartLynx Airlines charter flights for you and your family;
- For professional and personal development opportunities, join our Talent Academy, Leaders Club, or other development incentives;
- Corporate and social events.

## **YOUR CAREER PATH**

We always support our employees to grow within SmartLynx Airlines. Check out the career path for this position:

Start as a Crew Control Officer;

Once you have gained all the experience and knowledge become a Senior Crew Control Officer;

Don't want to stop? Great! You have the opportunity to grow up to Team Leader, Supervisor, or Crew Control Manager.

Are you still unstoppable? You still have the opportunity to grow within SmartLynx Airlines in other departments, such as IOCC, we are here to fulfill your professional ambitions.

## **WHAT NEXT?**

Successful candidates will receive an invitation to participate in a one-way interview via the HIREVUE platform. Please check your SPAM box for the invitation.

If you are chosen for the next step, you will receive an invitation for an online interview.

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In its 27 years in the ACMI and air charter business, SmartLynx Airlines has earned a name for itself as one of the finest in the industry. Operating a fleet of Airbus A320s and Airbus A321s aircraft, the airline transports over 3 million passengers annually in Europe and Asia.