



Flight Operations Manuals Officer

Location

LGG, Liege Airport
(Belgium)

About Challenge Airlines (BE)

Challenge Airlines (BE) S.A. is a new airline based in Liege Airport (LGG) with a Belgian AOC. The airline operates daily scheduled cargo flights and charter services carrying nonstandard goods and general cargo internationally. Challenge Airlines (BE) is part of a Global airline group that carries approximately 400,000 tons of cargo annually. The Group is in rapid growth and is looking for great & talented people with possibility to within evolve the company.

Employment Type

Full-time
Possibility of home working
(1 day per week)

Contact

recruitment@challenge-group.com

Do not forget to mention the description of the job in your mail object.

Your application will be treated with confidentiality.

Website

www.challenge-airlines.be



Job purpose

The main purpose of CHG Flight Operations Manuals Officer is to establish and ensure the manuals and supporting documentation are in accordance with the EU Regulations. This includes control and verification of electronic documents and paper documentation on board of the aircraft.

The CHG Flight Operations Manuals Officer reports to the Flight Operations Manager & the Compliance Manager and will work closely with the NP FOPS, the NP Training and the Compliance Manager.

Your responsibilities

- ✎ Responsible for the timely, accurate and efficient preparation and management of flight Operations documentation (Manuals, procedures, notices, ..)
- ✎ Establish the CHG flight operations manual standards, including consistent formatting and wording for all documentation
- ✎ Interact with the subcontractor of the manuals software
- ✎ Support the nominated persons and the compliance manager in all matters regarding Flight Operations documentation
- ✎ Train the employees on the manuals software
- ✎ Responsible for on board paper document control

Functional Requirements

- ✎ Experience in a Flight Operations (or closely associated) department of an air operator as administrator, crew member, ground instructor, engineer, compliance team member, document control officer or manager is an asset
- ✎ Experience working in a regulated environment with accountability for control, production or publication of manuals
- ✎ Good attention to detail
- ✎ Strong business English
- ✎ Knowledge of Webmanuals is an asset

What we offer

- An attractive salary package in line with your experience including extra-legal benefits (meal vouchers, health insurance, ...)
- A dynamic work environment where there are opportunities to evolve
- A permanent contract