

WESTERN GLOBAL AIRLINES LLC

JOB DESCRIPTION

TITLE: NCC Operations Planner	DEPARTMENT: Operations
REPORTS TO: Director of NCC	MAIN BASE: Estero, FL
PAY RANGE: TBA	DATE REVISED: December 2017

OVERALL RESPONSIBILITIES

Prepare critical flight briefing material, route analysis and many other tasks that help our operation stay safe and efficient. This role is a vital part of our operational readiness.

ESSENTIAL DUTIES

- Obtain and track all over flight and landing permissions for our worldwide flying network
- Update and maintain permit database
- Obtain and track airport slots
- Perform airport and route suitability studies in accordance with company policy
- Assist the Sales and Marketing by providing operational information required to obtain new business or enhance existing business
- Update and maintain the route database
- Liaise with customer POC's to ensure that all network requirements are being met
- Update and maintain flight schedule database
- Complete and submit monthly airport and US Customs reports
- Create compelling and informative briefing information that provides unparalleled value to the end user

QUALIFICATIONS:

- Associates Degree (or 2-4 years part 121 operations experience)
- 1-3 years previous airline operations experience (or management); Part 121 preferred
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- Must be flexible and willing to work weekends and be on-call 24/7
- Outstanding communication and analytical skills
- Ability to understand and manage spreadsheets, databases
- Intermediate knowledge of Microsoft Office; intermediate Excel skills
- Ability to resolve conflicts and gain cooperation among competing interest groups
- Ability to interact effectively with all levels of the organization
- Must possess high initiative and strong sense of urgency
- Advanced level of Flight Dispatch and International flight planning knowledge is strongly preferred
- Previous experience with over flight and landing permissions is strongly preferred

The above responsibilities, duties, and skills are intended to describe the general requirements of the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

THE COMPANY

Headquartered in Estero Florida, Western Global Airlines is an expanding FAA 121 certified cargo airline, operating MD-11 and 747-400 freighters throughout the world, and offering exciting career opportunities. If you are a highly qualified excellent candidate looking for a fascinating, challenging, and meaningful career in the airline industry, with the added benefits of Southwest Florida's lifestyle, culture, beaches, warm weather activities, and the financial advantages of low cost living free of state income tax, we encourage you to send your resume to Human Resources at:

Cynthia.apicella@westernglobal.aero or visit our website at <http://www.westernglobalairlines.com/Careers>. We offer a highly competitive compensation and benefits package along with excellent advancement and growth potential.

EQUAL OPPORTUNITY

Western Global Airlines is an Equal Opportunity Employer. It is the continuing policy of the Western Global Airlines to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, place of birth, age, disability, veteran status, gender identity or any other characteristic or status protected by applicable law, in accordance with federal, state and local laws.

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