



Boutique Aviation AG, Prime Center 3,
Hotelstrasse 1, Postfach, CH-8058 Zürich

Reference

BQA_EMP_003_17012023

Deputy Nominated Person (NP) Flight Operations / 80-100% Boutique Aviation AG, Zurich, Switzerland

Boutique Aviation AG is a private aircraft management company headquartered in Zurich, Switzerland. We are striving to deliver the next digital generation of aircraft management. Read more about us at www.boutique-aviation.com

To start as soon as possible, we are seeking a **Deputy NP Flight Operations** to become an integral member of our team.

You are in the interface between Flight Operations, Training, Dispatch, Maintenance and Aircrew, Responsible for coordinating, managing, and monitoring regulatory and company compliance for CAT and NCC flights/operation.

Based in Zurich, you will be responsible for the administration of our flight operations and the document management of Boutique Aviation AG, ensuring that flight operations are performed in a professional manner aligned with our group strategy and procedures.

Your tasks

- Document management (upload, editing, deleting), on- and off-boarding staff and aircraft
- Hosting Company Introductions - Flight Operations Systems introduction
- Flight Operations Administration, as required
- ESET Local Host (organizing, coordinating with subcontracted agencies)
- Flight Operations und crew/freelance invoice approval authority (stamping/approval)
- Point of contact for aircrew and daily operations, assurance of roster coverage
- Assist the HR team with the crew selection and on-boarding process
- Track and maintain the validity of crew documentation including Visa's and Passports
- Co-ordinate and track the distribution of Operations documents and tech log information
- Publication of bulletins as required by the NP Flight Operations

Your skills

- Experience with operational manuals and EASA Air Ops regulations
- Professional data management
- High proficiency in PDF writing/editing software, as well as Microsoft Office 365
- Self-motivated, able to work independently with minimal supervision
- Ability to prioritize a high and varied workload
- Work well under high pressure
- Detail oriented with the ability to adjust quickly to our industry environment
- Results driven – able to execute with high personal accountability
- Customer Focused - ability to communicate effectively with internal and external clients
- Fluent in English (oral and written), German would be helpful
- It would be of advantage EASA Air Ops course, PPL, Degree in Aviation i.g. ZHAW
- Work experience within aviation industry



If you are interested in joining our collaborative international team of young and highly motivated people - we offer an exciting international work environment and look forward to hearing from you.

For further information please contact our HR-Services, peopleXpert, Regine + 41 76 341 60 01 or send your application to hr@boutique-aviation.com .

We are happy to process your direct application.