

United Arab Emirates Jobs Expertini®

Admin Coordinator – In-flight Services | flydubai Careers

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1- Admin Coordinator – In-flight Services

Job: Full Time

Location: Dubai, UAE

Description:

Responsible for assisting and coordinating the department of the Cabin Crew Manager. Create and maintain cabin crew personnel files and records. Update administrative directives. Maintain the cabin crew contact database. Receive cabin crew calls and coordinate support as required. Review, prepare and submit reports as required. Liaise and coordinate with other internal departments as required. Maintain the cabin crew personal filing system. Maintain and process disciplinary action as required.

Job Responsibilities:Co-ordinate the In-Flight Services activities required to provide necessary assistance to all teams within Operations (Engineering, Airport Services, Flight Ops).

To process applications for new-joiners to GCAA for Licensing. Forward information/feedback on each candidate to In-Flight Services management if needed.

Inputting of data into various administrative systems as well as information from Deviation Reports in EFOS, AIMS and Excel Sheet

Organization of cabin crew uniforms and the allocation of re-issued items.Job

Requirements:GCSE equivalen

Minimum 02 years' experience in a similar or Operations based role (airline or aviation focused) preferential

Attention to detail and quality

Organisational & IT Skills#J-18808-Ljbffr

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