

United Arab Emirates Jobs Expertini®

Operations Controller Jobs In Dubai | Jetex Careers 2022

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Company: Jetex

Location: , Dubai, United Arab Emirates

Category: business-and-financial-operations

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Job Responsibilities:

Process daily operation tasks according to applicable work procedures.

Follow up with suppliers to ensure services are confirmed and delivered correctly.

Monitor services on timeline and get confirmations quickly.

Monitor flights on timeline and solve any issue immediately to avoid possible delay.

Assist operators in trip planning and feasibility checks.

Job Requirements:

At least 3 years' experience in flight support services or any aviation related field.

Fluent in English (speaking + writing).

Additional languages will be considered an asset.

Proficient in computer skills (word, excel, power point etc.).

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