

Albinati Aeronautics, a well-established Geneva-based business aviation company holding two AOCs - Swiss and Maltese -, active in the field of charter, management and trade of business jets is currently seeking to engage a motivated and experienced

### **Crew Coordinator**

attracted by the energy and the excellence of our company.

#### **Job description**

Within a small team, the successful candidate's responsibilities will include:

- Establish and update the crew personnel monthly roster
- Keep the crew personnel updated on any roster changes
- Organise daily crew changes (ticketing & travelling)
- Arrange for the required crew personnel travel visas, vaccinations, passport renewals and keep the related database updated

#### **Candidate's profile**

- Fluent in spoken and written French and English
- Able to multitask and deliver under pressure
- Meticulous and able to work independently
- Excellent organisational and communication skills and ability to build a trustworthy relationship with crew personnel as well as line manager
- Good knowledge of EASA Flight Time Limitations
- Previous experience in a similar position is an asset
- Swiss citizen or EU/EAA

#### **We offer**

- A challenging position in a fast-growing company
- An interesting and stimulating working environment
- The motivation of a young and dynamic team
- Working office hours
- Remuneration in accordance with experience and competences

We look forward to receiving your application together with a motivation letter and the following documents at [job.cc@albinati.aero](mailto:job.cc@albinati.aero)

- Curriculum Vitae
- Copy of diploma(s), licenses and other relevant qualifications
- Copy of previous employments' work certificates

***Only applications from candidates fulfilling the above-mentioned pre-requisites will be answered.  
Thank you in advance for your understanding.***

November 2021