



Based in Neuchâtel Canton, Switzerland, we are a growing company with more than 52 employees, and operating several aircraft (Piston and TurboProp) under our EASA-FOCA SPO and AOC approvals. As one of the major aerial survey companies in Europe, we fly around various countries. Our services also include commercial passenger flights (scheduled vacation and on request flights). We value the quality of our services and are proud of them. Reliability, safety and professionalism are an integral part of our values. In order to strengthen our organisation, we are currently recruiting a

Flight Dispatcher

YOUR MAIN RESPONSIBILITIES WILL BE

- ◆ Assist the pilot in command/Commander on Operational Control, File ATC plans, submit delays and/or cancel ATC flight plans
- ◆ Review and evaluate weather information to determine potential flight safety hazards and to select the preferred and most economical route of flight
- ◆ Monitor weather conditions, aircraft position, aeronautical navigation charts and aircraft radio calls to evaluate the progress and safety of the flight (Flight Watch)
- ◆ Compute all factors affecting safety of flight using company and ICAO established standards and procedures
- ◆ Prepare the Complete Briefing which contains the Company Operational Flight Plan, METARs, TAFs, NOTAMs, SIGMETs, PIREPs, Satellite pictures, if applicable, and other information required for the safe completion of the flight
- ◆ Advise the pilot in command/Commander of significant changes to weather or the flight plan and recommends changes as required for the continued safe operation of the flight
- ◆ Coordinate the flights with the respective authorities and assist the pilot in command/Commander of an aircraft with an emergency or a diversion situation by providing any necessary information to ensure safe completion of the flight
- ◆ Deliver to and assist the pilot in command/Commander with Handling, Hotel and Fuel contacts and other documents related to the flight
- ◆ Take the appropriate measures in case of emergency in accordance with the SFS ERP
- ◆ Report all irregularities, crew reports, system malfunctions, incidents or accidents to the NPFO by the company reporting system
- ◆ Other related projects when required

COMPETENCIES AND PROFILE

- ◆ Valid and current Dispatcher License
- ◆ Be able to supervise and manage the daily OPS of a fleet
- ◆ Confirmed experience in dispatch, (experience in Aerial Survey operations will be an added advantage) and proven competence in Civil Aviation Regulations, Swiss Air law and other company standards or
- ◆ Experience as pilot, navigator, meteorologist, air traffic controller or radio operator
- ◆ Proficiency in French & English, other European language an asset
- ◆ MS Office Suite Proficient User
- ◆ Swiss or European Citizen
- ◆ Excellent reputation with a clean criminal record certificate
- ◆ Based in Neuchatel canton or willing to relocate

WE OFFER

- ◆ An interesting challenge in a dynamic, ambitious and progressing company
- ◆ Contemporary and competitive salary as well as excellent social conditions
- ◆ Work location: Cortaillod

Interested? Please do not hesitate to send your application including cover letter, certificates and detailed CV by e-mail to job@sfsaviation.ch.