



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

## PERMISSION & PROJECT COORDINATOR 100%

### YOUR MAIN RESPONSIBILITIES WILL BE

- ◆ Coordinate the survey projects workflow between the Flight Planning, Project coordination and Flight operations
- ◆ Assess and implement all countries' restrictions and special procedures for the compliance with rules and restrictions (local, national, aeronautic, civilian, governmental and military)
- ◆ Submit all authorization requests according to the National and European regulations
- ◆ Prepare and communicate required data for operations
- ◆ Manage all administrative issues, including Security requirements, in coordination with the related national authorities
- ◆ Support and assist operations staff during current operations

### REQUIREMENTS AND SKILLS

- ◆ Air Operation industry qualification/degree or equivalent
- ◆ Project coordination skills with a natural leadership and diplomacy
- ◆ Fluent in French and English (spoken and written); German or other European languages is a plus
- ◆ Proficient use of Microsoft office tools
- ◆ International environment experience
- ◆ Experience in the Aviation Industry (Ops, Dispatch, ATC, in civil and/or military organisation)
- ◆ Data Security education and confidential environment experience is a plus
- ◆ Discreet and conscientious person
- ◆ Swiss or European Citizen, based in Neuchâtel canton or willing to relocate
- ◆ Excellent reputation with a clean criminal record certificate

### WE OFFER

- ◆ An interesting challenge in a dynamic, ambitious and progressing company
- ◆ 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](mailto:job@sfsaviation.ch).