



## **PERMISSION & PROJECT COORDINATOR 100%**

### **DESCRIPTION**

Based in Switzerland, SFS is a growing company with a total of 40 persons employed, and operating several aircraft (Piston and TurboProp). As one of the important Aerial Survey Company in Europe, we fly around several countries and different kinds of airports. We value the quality of our services and are proud of it. Reliability, safety and friendliness are an integral part of our daily targets.

We are looking for a Permission & Project Coordinator to strengthen our organisation. The tasks are described below:

### **MISSION**

- ♦ Coordinate the workflow between the Flight Planning, Project coordination and Flight operation
- ♦ Finalize the projects details complying with the appropriate authorities and air regulations (National, local, military and customs)
- ♦ Submit the specific requests according to the National and European regulations
- ♦ Prepare and implement required data for operations
- ♦ Support and assist operation 'staff' during current operations
- ♦ Assess and implement all restrictions and special procedures granting the compliance with national rules and restrictions
- ♦ Manage all administrative issues in terms of Security requirement in coordination with the related national authorities

### **REQUIRED SKILLS**

- ♦ Air Operation industry qualification/degree or equivalent
- ♦ Project Management skills with a natural leadership
- ♦ French and English proficient and fluent, German or other European languages is a plus
- ♦ Proficient use of Microsoft office tools
- ♦ Excellent reputation with a clean criminal record
- ♦ Discreet and conscientious person

### **NICE TO HAVE**

- ♦ International environment experience
- ♦ Data Security education and confidential environment knowledge is a plus
- ♦ Swiss or European citizen already established in the area of Neuchâtel

### **WE OFFER**

- ♦ Contemporary and competitive wage and social conditions
- ♦ Dynamic, ambitious and progressive company
- ♦ Unlimited contract starting on 1<sup>st</sup> September 2016

### **APPLYING**

Please send your application including cover letter, certificates, and CV by e-mail to [job@sfsaviation.ch](mailto:job@sfsaviation.ch) before 20<sup>th</sup> July 2016. Applications will be treated with a high level of confidentiality, and exclusively by our HR.