

Job title : **Operations Duty Officer(f/m/i/t)**

Location : Netherlands, Den Helder Airport (but not limited to)

Who we are:

Heli Holland is founded in 1976 and is the oldest and biggest helicopter company of The Netherlands. We transport more than 10.000 passengers annually in our onshore and offshore helicopter operations. Over 45 employees are involved in Maintenance, Flight Operations (On-shore & Off-shore) and Administration.

Job description:

As an operations duty officer at Heli holland you are the link between management, pilots, collaborating parties and customers. You take care of the day-to-day business and you keep an eye on the legislation. You maintain close contact with customers about the status and possibilities with regard to the flights.

You feel involved in the company. You are aware that the frequent contact with customers has a major impact on the image that customers and collaborating parties have of us.

You report directly to the Flight Operations Manager.

Main tasks:

- Flight planning and preparation, crew rostering, customer contact, facility and resource maintenance, various administrative tasks.

Your tasks & accountabilities:

- Planning flights and crew suggestions for the FOM
- Responsible for the information about flights to be communicated with the pilots
- Prepare ICAO flight plans, NOTAM briefings, PPR's, etc.
- Maintaining familiarity with Heli Holland's Operations Manual, FOI's and other related manuals, procedures and instructions for fulfilling the job
- Communication with customers and collaborating parties.

Your experience:

- You have at least an MBO work and thinking level and a service-oriented and flexible attitude
- You are able to consult at different levels with various authorities and with the users of the airport;
- Excellent Dutch language skills and good knowledge of the English language in word and writing;
- Knowledge of aviation, including laws and regulations (an radio telephony license would be a benefit)
- Enthusiasm for aviation
- Working in stressful environment

Your skills:

- You are smart, you work structured and pragmatic, and you are a skilled MS Office user and know your way around various office applications.
- You have comprehensive communication skills in English and Dutch (verbal and written)
- You like to work in a team, but you can also show initiative whilst result driven and customer focused
- High flexibility

What we offer:

- You'll be welcomed in a young and exciting growing company
- Based on your skills and competences, you'll be offered a competitive salary
- Employment agreement according Dutch law
- An environment for your personal development: open doors, flat hierarchies and full transparency

If you are interested in this responsible position and you fulfill the required conditions, we would like to get to know you.

Please send us your detailed application including the earliest possible starting date to: marcus.lipp@heliholland.nl

We kindly ask for understanding that only candidates who fulfil minimum requirements and who will be shortlisted will receive an answer.