

The ProAir Group is a medium-sized group of companies. The business purpose of ProAir-Charter-Transport GmbH is the chartering and marketing of aircraft in the passenger and cargo sector as well as an aviation company licensed by the German Federal Aviation Authority (LBA), **ProAir Aviation GmbH**.



To strengthen the ProAir Aviation team at the **Airport Berlin/Location Berlin-Wildau** we are looking for the next possible date:

## Flight Dispatcher Operations Control Center (m/f/d)

The quality of the services provided is the focus for our customers and that is exactly why we are looking for only the best employees. If you are looking for a task in the fulfillment of which you would like to bring commitment, strategic thinking, high cost awareness and flexibility to the highest degree and always in the service of the customer, then we are looking for you!

### Your tasks:

- preparation of flight plans (worldwide) for the business jets and crews of ProAir Aviation GmbH
- transmission of flight plans to ATC, ensuring acceptance of flight plans, CTOT & Flight-Monitoring
- preparation of the load sheet according to the aircraft load, monitoring of legal limits
- monitoring compliance with flight duty and rest times of the crews during flight plan preparation
- analyzing NOTAM and weather data during flight plan preparation
- communicate with crews, coordinate ad-hoc flight plan changes
- 24/7 shift work within the operational control center teams

## Your profile:

- completed vocational training, preferably with an aviation company
- valid flight dispatcher/flight advisor license (LBA, EASA, FAA)
- very good knowledge of the German and English language, both written and spoken
- high resilience, good team and communication skills, passion and commitment,
- flexibility in terms of time
- knowledge in the use of common Windows applications (Word, Excel, Outlook)
- confident operation of planning software: PPS, LEON, APG
- independent service- and goal-oriented way of working
- sense of responsibility and an economical way of acting
- good knowledge of traffic geography
- valid work and settlement permit for Germany

## We offer you:

- a permanent, secure job
- comprehensive training and familiarization with the company's procedures
- possibility of remote work
- very good working atmosphere
- above-average payment
- 30 days of vacation

In addition, our employees have every opportunity and perspective to develop in an economically sound and innovative company. We are happy to support our employees in achieving their goals together! The employee clearly in focus, as our most valuable asset!

## Have we aroused your interest?

Then send us your application documents with salary requirements by e-mail to: **[karriere@proair.de](mailto:karriere@proair.de)**

We are looking forward to meeting you!