

**Job Title                      Flight Ops and Training Assistant**

<b>Organisation</b>	<b>Challenge Airlines BE</b>
<b>Reports to</b>	NPFO
<b>Location</b>	Liège, Belgium
<b>Position Code</b>	CHG100
<b>Job Purpose</b>	The Flight Ops and Training Assistant will help with monthly reports for our 3 AOCs and support the BE Training Department with daily tasks. This includes checking reports, filling in missing information, and keeping records organized.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with monthly reports, reviewing and completing any missing information</li> <li>• Maintain and organize operational records, manuals, and crew-related documentation (visas, licenses...)</li> <li>• Ensure compliance with company procedures and regulatory requirements</li> <li>• Archive documentation in accordance with internal procedures and standards</li> <li>• Contribute to the continuous improvement of administrative processes within the department</li> <li>• Support the Training Department with administrative tasks</li> <li>• Provide general support to team members as needed</li> </ul>
<b>Job Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or equivalent</li> </ul>
<b>Experience, Skills, and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Must be computer literate</li> <li>• Excellent communication skills in French and English</li> <li>• Strong administration and organization skills</li> <li>• Dynamic, autonomous and proactive</li> <li>• Detail-oriented</li> <li>• Proficient in Microsoft Office suite, with advanced skills in Excel</li> </ul>