

Job Title Executive Coordinator

Organisation	Challenge Airlines BE
Reports to	COO BE
Location	Liège, Belgium
Position Code	CHG102
Job Purpose	<p>The Executive Coordinator acts as a strategic facilitator and integrator supporting the Accountable Manager. The role focuses on ensuring overall coherence, visibility, and effective coordination across the airline’s operational functions, enabling informed decision-making and efficient execution.</p> <p>The Executive Coordinator provides transversal oversight, supports alignment between stakeholders, and contributes to the continuous improvement of processes and operational performance. The position reinforces global operational monitoring, regulatory awareness, and organizational consistency, ensuring that responsibilities, interfaces, and accountabilities remain clear and effective across the AOC.</p> <p>Ultimately, the Executive Coordinator enhances strategic execution, operational stability, and regulatory compliance by facilitating collaboration, integration, and structured governance at company and group level.</p>
Responsibilities	<p>Leadership & Organizational Management</p> <ul style="list-style-type: none"> • Support the Ground Operations, Flight Operations, CAMO, GCC and Safety & Compliance, through coordination, facilitation and structured follow-up and presentations. • Ensure alignment between departmental priorities, company objectives, and regulatory frameworks, without assuming line management responsibility. • Foster collaboration, shared understanding, and effective communication across operational teams. <p>Regulatory Compliance & Safety Oversight</p> <ul style="list-style-type: none"> • Facilitate the consistent application of operational manuals and safety processes across departments. <p>Human Capital Management & Workforce Oversight</p> <ul style="list-style-type: none"> • Provide consolidated oversight of workforce planning topics impacting AOC operations, supporting managers in anticipating capacity and competency needs. • Support initiatives that strengthen safety culture, engagement, and operational awareness. • Ensure structured communication flows between management and operational teams.

	<p>Process Development & Strategic Projects</p> <ul style="list-style-type: none"> • Facilitate the review and harmonization of operational processes to improve efficiency, reliability, and safety. • Coordinate cross-functional initiatives related to performance improvement, digitalization, or regulatory evolution. • Support the Accountable Manager with integrated operational analysis, dashboards, and decision-support material. • Promote a continuous improvement mindset through transversal governance and follow-up mechanisms. <p>Cross-Functional & External Coordination</p> <ul style="list-style-type: none"> • Act as a central operational interface between the Accountable Manager and department heads, ensuring clarity of priorities, decisions, and follow-up. • When required, support or accompany management representation in interactions with authorities, airports, and key operational partners. • Ensure effective coordination between operational, commercial, and HQ functions to maintain global alignment and execution consistency.
<p>Job Requirements</p>	
<p>Education</p>	<ul style="list-style-type: none"> • Bachelor’s degree in aviation management, Business Administration, or related discipline (master’s preferred).
<p>Experience, Skills, and Personal Attributes</p>	<ul style="list-style-type: none"> • Minimum of 5 years of experience in an operational role including a leadership role. • Comprehensive understanding of international aviation regulations, operational standards, and certification frameworks. • Strong leadership, communication, and interpersonal skills. • Fluent in English <p>Core Competencies</p> <ul style="list-style-type: none"> • Strategic and analytical thinker with strong operational insight. • Skilled people leader with experience managing complex, shift-based operational teams. • Deep understanding of EASA regulations and compliance frameworks. • Excellent organizational, communication, and problem-solving abilities. • High professional ethics, discretion, and resilience.