Job Title	Schedule acceptance, permits, and slots coordinator

Organisation	**Challenge Airlines BE**
Reports to	GCC Manager
Location	Liège, Belgium
Position Code	CHG99
Job Purpose	The role involves reviewing and validating the monthly schedule against agreed parameters, and developing processes and procedures to streamline schedule approval. It also includes managing and monitoring all overflight and landing permits, airport slots, and traffic rights for both planned and ad-hoc operations, ensuring that every flight is fully authorized and slot-compliant.
Responsibilities	- Check draft network schedule for agreed parameters to accept the draft monthly schedule on behalf of GCC - Develop and build agreements and parameters to do the schedule evaluation (e.g. weekly maintenance spread, crew needed, slots and permits, ground times, ect.) - Develop a data-driven process to evaluate the robustness of the schedule after completion. - Develop a process to do schedule acceptance management - Lead the schedule acceptance process on behalf of GCC - Own SOPs/checklists for schedule acceptance; run post-ops checks for actual operated schedule and exceptions; drive corrective actions. - Request, track, and file overflight/landing permits for (seasonal)scheduled, ad-hoc, ferry, and diversion contingencies; - Scope of this function is from checking a draft monthly schedule from Network Planning to the day of operation; - Verify bilateral/traffic-rights applicability (5th/7th freedom, cabotage limits) against planned schedules; - Obtain and maintain slots for coordinated airports; process slot changes/cancellations; - Reconcile permits/slots with the live schedule, tail assignment, and payload constraints; - Rapid re-permit/re-slot for delays, diversions, aircraft swaps; secure night curfew extensions where permissible. - Enforce lead-time rules, validity windows, and local operating restrictions (curfews, noise categories, PPR, PRM, parking limits). - Maintain master database of authorities, forms, fees, lead times, slot rules, exemptions, and contacts; keep route-pair rulebook current. - Archive approvals, slot confirmations, and usage evidence; - Provide GCC with clear go/no-go status, expiries, dependencies, and critical cut-offs; - Task and supervise permit/slot third-party agents and handlers;

	• Track slot adherence (on-time movements, cancellations, no-ops) to avoid penalties and historic-precedence loss; flag misuse risks. • Own SOPs/checklists for permits/slots; run post-ops checks for slot usage and exceptions; drive corrective actions.
Job Requirements	
Education	/
Experience, Skills, and Personal Attributes	• 3+ years in OCC/ Network Control or airport coordination/permit handling. • Experience in network/schedule planning is a pre. • Proven hands-on with permits/slots at coordinated airports and multi-state routings. • Strong grasp of bilateral/traffic-rights basics, curfews, noise categories, PPR/PPR-type constraints. • Systems: airline ops control, schedule tools, slot coordination portals, NOTAM/AIS, IATA. • Familiarity with IATA SSIM slot messaging (e.g., SCR/SMA) and workflows. • Excellent prioritization under time pressure; crisp written comms in English.