

Job Title Crew Scheduling Officer

Organisation	Challenge Airlines BE
Reports to	Crew Scheduling Manager
Location	Liège, Belgium
Position Code	CHG26
Job Purpose	The Crew Scheduling Officer assists the Flight Operations Manager and the Scheduling department.
Responsibilities	<p>Assist the Crew Scheduling Manager :</p> <ul style="list-style-type: none"> • In Maintaining Flight Crew numbers and flight crew utilization in accordance with operational requirements; • In Checking Flight Crew rosters for fatigue compliance in accordance with Challenge Airlines requirements prior to publication; • In Providing cost effective arrangements for positioning and hotel accommodation for Flight Crew; • In The management of Flight Crew annual leave and ensuring all Flight Crew members have leave booked within the allowed limits. • at rostering the crew members of Challenge Airlines (BE) & Challenge Airlines (MT); • Ensure all Challenge Airlines (BE) and Challenge Airlines (MT) flights have the appropriate Flight Crew compliment assigned to them; • Maintain effective relations with the Network Planning department & the airlines' Operational Control Center; • Work together with the Training Officer at rostering of initial and recurrent training, including the planning & provision of simulator slots; • Monitor Flight Crew Training expiration date in conjunction; • Assist the Flight Operations department at reviewing the returned flight documents, the VISA's, passport's validity & issuing boarding passes; • Ensuring a positive and productive relationship between the Flight Crew members and Flight Crew scheduling & contributing to a fulfilling personal quality of life for Flight Crew members; • Ensuring that the Flight Crew pairings and rotations are contributing to an appropriate work-life balance for the Flight Crew members; • Carry out any other reasonable tasks as required in pursuit of Company efficiency and requirements.

Job Requirements	
Education	
Experience, Skills, and Personal Attributes	<ul style="list-style-type: none">• Good knowledge of Aviation industry and Airline terminology is a plus;• Excellent internal communication skills;• Excellent written and verbal communication skills;• Solid organizational skills including attention to detail and multitasking skills;• Experience in airline operations as Crew Scheduler/Officer is a plus but not mandatory;