

## VACANCY - DISPATCH AND LOAD CONTROL SUPERVISORS / ALLOCATORS (PERMANENT & SECONDMENT)

An exciting opportunity has arisen as a dispatch and load control supervisor, reporting directly to the Operations Controller. This position will be responsible for the overall running of the Operations and dispatch Department on a rotating shift pattern.

### Key Responsibilities

- To be responsible for the day and night running Operations and Dispatch department
- To allocate staff and amend the rostering as required to suit the operation
- To produce DCS load sheets for customer airlines
- To send movement messages for selected airlines within the SLA agreement
- To manually complete the arrivals and departures mayfly during the day as a "backup" in the case of systems failure
- To ensure all LDM messages are sent post departure
- To input any allocation changes which are provided by the customer airlines in IDAHO and Lodestone
- To input the following days allocations for all customer airlines in IDAHO
- To produce the following days mayfly's for both operations and ramp
- To ensure all departure information is collated within the RATT system
- To input any delay information within the RATT with detailed explanation
- To monitor the stand allocation allocated by GAL to increase performance for our customers
- Verbal and written liaison with customer airline, third party suppliers and the airport authority

### Desirable Skills include

- Strong knowledge and experience of weight and balance
- The ability to work under time pressure and prioritisation of workload
- Excellent communication skills
- Highly motivated with the ability to problem solve and to use their own judgement
- Behave as a role model, understanding and demonstrating best practice at all times
- Good understanding of word and Excel
- Ability to work shifts including nights, with flexibility to cover overtime and roster change to suit the operation.

If you are interested in this position, please apply in writing, with a covering letter and copy of your current CV to [Martin.Spiers@airline-services.com](mailto:Martin.Spiers@airline-services.com)

**CLOSING DATE: Friday 19<sup>th</sup> May 2017**

