



Crew Scheduler / Crew Planner

ASISTIM based in Hanover and Hamburg, Germany, is a service provider in the area of commercial airline operations. ASISTIM targets small to mid sized airlines with a focus on providing these with operations support, flight planning systems, navigational back office support, and/or full flight dispatch services.

We require a dynamic and experienced Crew Scheduler / Planner for our Airline Operation Centre in Hanover.

Job profile:

- Preparation of aircrew duty rosters in accordance with our customer airline approved FTL /EU OPS scheme, timely distribution of new rosters, and in liaison with the Director Flight Operations on roster matters.
- Day to day control of the air crew leave, including the provision of information regarding outstanding leave to crew members, and the upkeep of the necessary records.
- Day to day control of the crew rosters including covering delays and sickness that affect the operation of planned flights.
- Input of crew rosters, and any changes to those rosters, into the crewing system.
- Booking of hotel accommodation and crew transport as required by the customers flying program. Compilation of crew hotel and transport cost data.
- Scheduling of initial and recurrent crew training and checks to ensure that all crew remain fully checked and tested in accordance with the Company Operations Manual. Ensuring that all planned crew training and testing is completed.
- Setting, in conjunction with the Director Flight Operations, of crew complement levels relevant to the company current operating program.

Your Profile:

- Minimum 3 years experience in an ops/crewing environment of an Airline.
- Good standard of IT skills. (Word/Excel/email etc.). Experience using an operations control system would be an advantage.
- Preferably familiar with German 2. DV LuftBO and EU OPS flight time limitations.
- Excellent communication skills, team player
- Ability to work under pressure to very tight deadlines.

On the job training will be given on all crewing specific software as well as familiarization with all other aspects of the operation.

Please forward your detailed CV to:

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