



Our employees are our most valuable asset and we are looking for people who share our passion.

Our business stands for safety, experience and efficiency in the business aviation industry.

Due to the constant growth of our aircraft fleet, we are looking permanently for new employees:

Flight Dispatcher (f/m)

for full-time employment, based near Vienna.

Job Duties:

- Arrangement of handling, overflight & landing authorizations, slots, PPR etc.
- Creation and monitoring of flight plans, taking into consideration the cost-effectiveness and current conditions perspectives
- Flight watch
- Administrative activities
- Contact person for flight crews, for briefings
- Contact person for customers
- Hotel and travel arrangements for flight crews

Your profile:

- Experienced as a Dispatcher in General Aviation
- Knowledge of Jeppesen, PPS, CFMU and other aviation-specific software would be beneficial
- Experienced in MS Office, very good computer skills
- Excellent English in written and spoken, good knowledge of other languages would be beneficial
- Willingness to be working in shifts, as well as to work on weekends
- High flexibility and very good organization and coordination skills
- Sense of responsibility and ability to work under pressure
- The possession of a valid Dispatch license would be an advantage
- Exceptional service orientation
- The right to work and live in Austria

We offer:

- A working environment within an international and young team
- An attractive salary package

The offered monthly gross salary amounts to 2400,00 EUR and is negotiable, based on your knowledge and experience.

If you are a team player, flexible and ready to join our team, we are looking forward to receiving your application.

Candidates who meet our requirements are invited to send their application by email to Mr. Andrey Iontchev / Head of Dispatch – a.iontchev@ijm.at