



Position: **Executive – Flight operation**

Application Deadline: **31 August 2024**

Number of Vacancies: **Not specified**

Employment status: Full time Job

Job location: Dhaka

### **Requirements:**

1. **Education:** Graduation in any discipline from any reputed university/Bachelor of Science (BSc)
2. **Experience:**
  - At most 1 year
  - Fresher's are also encouraged to apply.
3. **Additional Requirements:**
  - Age 24 to 30 years
  - Profound Analytical Ability is a must
  - Excellent computer literacy especially in Microsoft office (MS Word, MS Excel, MS Power point) is compulsory
  - Problem solving skills
  - Attention to detail and able to multitask
  - Able to work in a dynamic, fast paced environment
  - Ability to prioritize tasks and execute them accordingly with a high degree of focus
  - General knowledge of aircraft performance
  - Experience in Aviation will get preference

### **Duties and Responsibilities:**

US-Bangla Airlines ltd, the largest private airlines of the country, is looking for an experienced, Self-motivated individual to join as Executive - Flight Operations.

- Arrange airplane schedules in order to provide optimum utilization
- Coordinate with operations, customer service, planning and marketing team for schedule; reschedule Domestic & International flight according to availability of aircraft, approved slot, weather and maintaining domestic watch hours, connectivity at hub
- Update of domestic & international flights schedule in every official site
- Demand forecasting, connectivity at the hub, aircraft availability and OAL assessment



- Prepare OAL, schedules and flown load for analyze passenger connectivity & growth forecast
- Coordinating staff rosters and assigning team for assuring 24/7 flight monitoring
- To look after the administrative and operational work of Training section
- Fleet wise personnel record keeping and data management
- Documentation, filing, recording correspondence & ensure secure preservation in training department as guided by CAAB
- Coordinate and liaison with other departments to facilitate the training progress
- To assist in fleet wise planning, circulating and arranging training program in coordination with Chief of Training to facilitate training resources for different fleet management
- Assist to provide S.W.O.T analysis in coordination with Chief of Training to Fleet Chiefs
- Plan & forecast the upcoming training Follow up, update and circulate fleet wise training manuals, FOTB, FCI etc. in coordination with Chief of Training
- Develop periodical progress report of training department to management as guided by the Chief of Training
- Arrangement of Simulator training for pilots Maintain flight operations information system
- Arrangement of necessary itinerary of pilots for training

### **Compensation and Other benefits:**

#### **Salary is negotiable.**

- Insurance, Weekly 2 holidays
- Lunch Facilities: Full Subsidize
- Salary Review: Yearly
- Festival Bonus: 2

**Application Process: Please dear candidates follow the below step for applying**

**Step 1:** Fill up the following registration form and upload your CV [[https://docs.google.com/forms/d/16u\\_ctVVHmlV9BE3zsXjbSns7aISEO6290OhlJlqW17U/edit](https://docs.google.com/forms/d/16u_ctVVHmlV9BE3zsXjbSns7aISEO6290OhlJlqW17U/edit)]

**Step 2: Apply through Bdjobs:**

[<https://jobs.bdjobs.com/jobdetails.asp?id=1278011&ln=1&JobKeyword=US-Bangla>]



**Instructions:**

1. Note: Please prepare your CV according to the job requirements that have already been mentioned in the job circular.
2. Those who satisfy the minimum requirements are encouraged to apply.
3. GUB students must qualify for the job by competing with other candidates as per the policy of the company. Green University of Bangladesh and Center for career development will not be responsible for any persuasion, unauthorized recommendation & reference and illegal practice of biasing the recruitment process of any organization.
4. Please send us an email through [[ccd.office@green.edu.bd](mailto:ccd.office@green.edu.bd)], if you need any information or have any queries.