



Job Description

Global Vectra Helicorp Limited is the largest private Helicopter Company in India, providing seamless, safe and accident free helicopter services for almost two decades. The spectrum of operations of the Company encompasses support to India's Offshore Oil & Gas industry, Onshore operations for State governments (VVIP flying), election flying, heli pilgrimage and much more.

The Company is listed both on the National Stock Exchange and the Bombay Stock Exchange.

Brief Summary of the job: The Operations Coordinator will assist the Flight Operations Department towards processing Pilot related operational/ training tasks, processing documents towards Pilot licensing and liaison with DGCA regional Office at Mumbai (Santa Cruz). The task involves timely initiation of activities and their completion in a time bound manner as per GVHL guidelines.

Designation: Flight Operations Coordinator

Location: Juhu Airport, Vile Parle, Mumbai

Reporting To: Manager-Operations

Role & Responsibilities: -

- Familiarise and understand the DGCA regulations and Company policies governing Pilot training requirements and continually keep oneself updated on such regulations.
- Proactively monitor all Company Pilot training requirements (ground and flight training) and ensure future training requirements are forecast and notified to the higher management who execute the training programme.
- Pilot training records (electronic and hardcopy) are to be diligently updated and post training invoicing and record upkeep procedures of GVHL are complied with.
- Timely Compilation of correspondence/ documents for submission with the Regulatory Authority (DGCA) and actively follow up to obtain approvals.
- Actively participate in internal and external audits as and when required.
- Gain knowledge and functioning methodology of associated horizontal level coordinators/ executives for extending support during their absence.

Requirements: -

Education	Graduate (any stream)
Experience	<p>Proven experience in an administrative role and with managing large volumes of data and activities.</p> <p>Working experience within an aviation/operations environment would be considered beneficial.</p> <p>Ability to work flexible schedule, including weekends and holidays.</p> <p>Strong organizational skills- detail oriented, ability to prioritize and be proactive.</p> <p>Freshers with high level written and verbal English communication skills, along with excellent computer usage skills, may also apply.</p>
Computer Literacy	Hands on experience and high level competence on MS Office, especially on Word & Excel.
Salary Range	INR 18,000 to 20,000/- per month

Additional Requirements: -

- Exceptional attention to detail (especially with computer data entry and when reviewing written material)
- Excellent organizational and time-management skills
- Strong communication abilities and interpersonal skills
- Proven ability to multitask
- Integrity and confidentiality
- Flexible with working hours from time to time