

JOB DESCRIPTION

Position	Flight Dispatcher
Department	Operations Control Centre (OCC)
Superior	Head of Operations Control Centre (OCC)
Position	Analyst
Contract type	Full-time (8-hour shifts, rotating)
Location	Madrid

ROLES AND RESPONSIBILITIES

- Define and calculate operational flight plans according to the applicable regulations and requirements.
- Produce all necessary documentation for the flight preparation, taking into account the planned route, flight levels, weights, meteorological information and others circumstances that could affect the flight.
- Verify the validity of overflight and landing permits of the planned flights.
- Plan and monitor the progress of the flights, including weather reports and the publication of NOTAMs.
- Ensure the optimal slot management.
- File ATC flight plans to all applicable ATS units in time and form, also manage all necessary modifications in the event of changes on the initial conditions of the flight.
- Support and brief the Pilot in Command, delivering all necessary information for the flight preparation.

REQUIREMENTS

Studies	Flight Dispatch course/license, university degree or similar academic education within aviation sector.
Experience	Previous flight dispatch experience (desired).
Languages	Spoken and written Spanish and English at mid-high level.
Other skills	Proactive, results-orientated person who can work in a team.

Las personas interesadas tienen que mandar un email a: b.ctinajero@iberiaexpress.com