

Internal Vacancy

Heli-Admin Secondment (Grade C)

We currently have an exciting opportunity for a Heli-Admin secondment within our Shell business. The rotation will be 3on/3off (161 days per annum) and it will mobilise from Aberdeen.

DUTIES INCLUDE

Main duties include utilising resources available, working as effectively and efficiently as possible to ensure the service is provided to the agreed standards. You will be required to manage the reception service; planning, allocating accommodation, muster stations and lifeboat allocation and also the operation of personnel movement programmes to include checking of daily flights and arranging crew changes to flights. This position is based at COTA Grade C.

REQUIREMENTS

Applicants should already have at least 3 years of experience working within a Heli-Admin role and will have undertaken all of the relevant training including obtaining the following certificates:

GMDSS (Non-Restricted)
CAA
MET Office Weather Observers course
Dangerous Goods by Air
Vantage POB

Applicants must have strong verbal and written communication skills as well as excellent organisational skills. The candidate will be expected to actively demonstrate role model attitudes and behaviours by displaying an approachable, friendly and helpful manner to colleagues and customers at all times.

How to Apply

In order to assist with the selection process, it is essential that an updated CV be sent along with a cover letter.

As a professional courtesy you should advise your Line Manager of your intention to apply before forwarding your details by email to internal-recruitment.amecaa.gb@sodexo.com

The subject header must clearly identify reference number **SRS-REC-343**
Candidates applying for more than one vacancy must submit a separate application for each post.

Closing Date: 12/01/2016