

Chair Airlines was founded in June 2019 and connects Zurich with popular holiday and travel destinations in Europe, North Africa, and the Middle East. The young, owner-managed Swiss airline employs 140 people in the cabin, cockpit, and administration.

For our team at the head office in Glattbrugg, we are looking for a

Nominated Person Flight Operations (NPFO / dNPFO) (m/w/d) 100%

The Nominated Person Flight Operations (NPFO/dNPFO) is responsible for supporting and strengthening the team, which includes but is not limited to:

Tasks and Responsibilities

- Responsible for the management and supervision of the flight operations department.
- Ensuring that flight operations are conducted in compliance with regulatory requirements and according to the provisions and restrictions of the AOC, the operations specifications, and the operations manuals.
- Management of safety and security in flight operations.
- Development, implementation, maintenance and use of appropriate policies, systems, and processes within the flight operations department to ensure safe operation and efficient use of resources.
- Authorization of the manuals and documents under his/her responsibility.
- Handling and reporting of accidents, incidents, and occurrences.
- Responsible for the selection of suitable and properly qualified personnel to be recruited as flight crew, cabin crew and ground positions within flight operations.
- Ensuring publication of flight- and cabin crew members duty time schedule, compliant to ORO.FTL.
- Implementation of the FRMS in crew rostering and crewing.
- Responsible for performance of the third-party service providers and monitoring of the key performance indicators in flight operations.
- Inspection of subcontracted services in flight operations.
- Liaising with the FOCA and with appropriate authorities of other states regarding the flight operations matters.
- Monitoring the safety standards by evaluating the safety performance indicators.
- Calling and chairing hearings in case of accidents, incidents or in case of irregularities or violations of regulatory requirements and/or company procedures.
- Keeping the Accountable Manager and SAG informed about all matters which bear impact on the flight operations.
- Ensuring that all crew members are familiar with the peer support programme.
- Maintaining records and documents in flight operations.
- Acting as Duty Officer
- Taking over function of crisis manager, when required, in case of an emergency response.
- Further duties as appointed by the Accountable Manager or the Chief Operating Officer.

Requirements

- Practical experience and expertise in the application of aviation safety standards and safe operating practices.
- Comprehensive knowledge of:
 - the applicable EU safety regulations and any associated requirements and procedures.
 - understanding of Airline documentation system (e.g., Operations Manual)
 - aviation management systems.
 - risk assessment procedures / processes.
 - human factors principles.
- Familiarity with management systems, preferably in aviation.
- Familiarity with the Safety Management System (SMS), preferably in aviation.
- Appropriate management experience and expertise in flight operations, preferably in a comparable organization.
- 5 years of relevant work experience of which at least 2 years should be from the aeronautical industry in an appropriate position.
- Holding or have held a valid flight crew license and the associated ratings appropriate to a type of operation conducted by Chair Airlines.

In addition, you bring the desirable characteristics below:

- Being familiar with the aviation industry and commercial airline operations
- Several years of experience and deep knowledge of aviation
- Open mindset and target oriented.
- Excellent communication skills

This attractive but challenging position inside our organization offers you an international working environment with openness to new ideas, which already have been well proven in practice. Creativeness leading to success within this role is welcoming. The competitive salary and fringe benefits build on candidate needs does roundup the position.

If you wish to apply for the **Nominated Person Flight Operations (NPFO/dNPFO)** role, please send your CV directly to fly@chair.ch.