



Windward Islands Airways International (Winair) N.V.
at the Princess Juliana International Airport, St. Maarten
has a vacancy for

FLIGHT OPERATIONS ASSISTANT

Are you a result oriented professional that is a team player with superior communication skills and you have the ability to establish effective relationships within the company environment?

Then we are looking for you!

ORGANIZATIONAL RELATIONSHIP

The Flight Operation Assistant reports directly to Director of Operations and in his absence to the senior on duty.

BASIC FUNCTION

The Flight Operation Assistant performs all duties concerning aircraft handling and flight preparations such as; load-planning, load-sheet preparation, loading supervision, retrieving weather reports, Notams, flight planning, crew briefing and modification of Winair flight schedule. Dissemination of all information to all stations, all airports in the event of delays and extra flights.

REQUIREMENTS

- Minimum HAVO high school diploma or equivalent.
- 2 years relevant work experience in a similar position.
- Must have analytical skills.
- Excellent communication skills, oral as well as written, in English and Dutch language (Dutch language will be regarded an asset).
- Computer literacy; advanced skills in Microsoft Office.
- Strong analytical skills and leadership qualities.
- Coordination - & Problem solving skills.
- Reliable, integer, accurate and discreet.
- Can work independently, is well organized and has a flexible work attitude and able to cope with stress.
- Must be team oriented and possesses a pleasant attitude towards Staff and Management.

PREREQUISITES :

- Must have Dutch Nationality or permanent residence;
- Must be willing to work in shift, Public Holidays
- Experience in aviation is a plus;
- Must be in possession of a valid Government driver's license;
- Must be fully vaccinated



Are you the Flight Operation team member we are looking for?
Do you have the interest to start a new chapter with us? If the answer is yes, please forward your resume, motivational letter, all valid licenses, passport copy, and proof of vaccination to humanresources@fly-winair.com