



## Ground Operations Coordinator

### About Us

Maroomba Airlines is located at Perth Domestic Airport and is one of Perth's longest established charter companies. We have an enviable reputation as a quality Air Charter Operator conducting FIFO, charter and aeromedical operations.

### The Role

The Ground Operations Coordinator is responsible for ensuring that all activities undertaken within ground operations are compliant, safe and efficient. This includes ensuring all ground team members are provided with sufficient training and supervision to perform their duties safely, efficiently and to the highest standards. The position also performs an administrative function including rostering, management of timesheets, and training records.

This is an excellent opportunity to become part of a well respected and professional organisation; and part of a close knit and dedicated team that prides itself on achieving the highest standards of safety and service delivery.

### Duties include, but are not limited to:

- Safe loading and unloading of aircraft;
- Assisting with check in, boarding and escorting passengers;
- Conducting aircraft Dispatch and Arrival procedures;
- General cleaning duties including aircraft and cabin presentation.
- Leading and managing ground activities;
- Rostering Ground Operations team members;
- Supervising and training of team members;
- General clerical duties;
- Frequent heavy lifting such as baggage and manual operation of the hangar doors.

The usual days and hours of work for this full time position are Monday to Sunday (inclusive of Public Holidays), 40 hours per week. The Ground Operations Coordinator will also participate in an on call roster to provide after hours support to clients as required

### Requirements:

Ideally candidates will have the following qualifications and experience:

#### Essential

- Experience in a similar role in Aviation;
- Experience in supervising a small team;
- Demonstrated flexibility and exemplary customer service skills;
- Proven ability to communicate and consult with people at all levels of the organisation;
- Demonstrated ability to work under pressure and coordinate multiple tasks;
- Able to obtain an ASIC (Aviation Security Identification Card);
- Non-restricted State Motor Driver's Licence (MDL).

**Desirable**

- Aviation Qualification or have completed a Traineeship in Aviation;
- Management / Supervisor qualification;
- Dangerous Goods Awareness Certification;
- Perth Airport Authority to Drive Airside (ADA);
- Radio Operators Licence;
- Knowledge of Aviation Legislation in Australia;
- Previous experience using Aviation Management System (AvSys) or Harmony for ANSP.

For further information please contact **Paula Green**, HR Coordinator on (08) 9463 4900.

*We reserve the right to close this vacancy earlier than the advertised closing date if sufficient applications are received prior.*

[www.maroomba.com.au](http://www.maroomba.com.au)