**JOB VACANCY - OPERATIONAL SAFETY AND ADMIN ASSISTANT**

The Airfield Operations Department performs a key role in the operation of the Airport. The wide range of tasks to be carried out will provide variety and interest within the department.

**Reporting to the Airfield Operations Manager the main duties are:**

1. To provide support for the oversight, management and compliance of the Airfield/ATC and its users on a day-to-day basis.
2. To provide technical and administration support to the Operational Safety activities and Safety Management System at Humberside Airport.
3. Liaise constantly with other airport departments, tenants, operators on a regular basis to ensure smooth running of the operation.
4. Issuing, updating and providing technical expertise in conjunction with the Airfield Operations Manager for the update and creation of procedures such as Supplementary Instructions (SI’s), Operational Advice Notices (OAN’s), Notification of Works (NOW’s) and Humberside Airport aerodrome manual and SMS manual.
5. Assist the Airfield Operations Manager with the co-ordination of airport vehicle servicing, repair and record keeping.

**Key skills required include:**

1. Flexibility;
2. Undertake a flexible approach to shift times and durations bearing in mind the changing nature of the business.
3. Self-motivated
4. Good team player
5. Full driving licence

**How to Apply:**

To apply for this exciting position please forward a CV and covering letter explaining why you are

suitable for the role to: recruiter@any-company.com

or

The HR Director, Any Company, Any Street, Any City, Any PO Box

Closing Date: 7th August 2015