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Job Description

The Crew Scheduling Officer is responsible for ensuring that each flight is crewed in compliance with Civil Aviation Authority of Sri Lanka (CAASL) regulations and company requirements while supporting the department's operational objectives.

Key responsibilities will include:

- Ensure the fair and unbiased distribution of flight hours and allowances to crew members in accordance with CAASL and company regulations.
- Maintain well-rested crew availability for all flight segments to uphold exceptional inflight service stand-ards.
- Closely monitor crew check-in and check-out times to ensure on-time flight operations and promptly alert standby (SBY) crew when necessary to minimize delays.
- Coordinate crew movements, including timely pick-ups and drop-offs, while ensuring accurate payment of upkeep allowances for outstation assignments.
- Assist Crew Scheduling Executives, Duty Managers, and Supervisors in coordinating with the Training Divi-sion to integrate training requirements into crew rosters without operational disruptions.
- Manage flight and off-day requests from crew members, accommodating valid requests while maintaining operational efficiency.
- Coordinate with Flight Operations and Inflight Services to provide overseas stations with pairing details for allowance calculations.
- Track and monitor crew schedules, positions, and movements to ensure sufficient crew availability at all times.
- Maintain professional and efficient communication, ensuring all telephone inquiries are addressed promptly and courteously.
- Strive to align crew rosters as closely as possible with the published schedule while adhering to fleet agreements and regulatory requirements.
- Communicate essential flight-related information to crew members and authorized personnel, both at base and outstations, to enhance operational efficiency.
- Collaborate with the Operations Control Room to monitor daily flight movements and update crew accord-ingly.
- Support Crew Scheduling Supervisors and Executives in planning and adjusting schedules, including upgrades, downgrades, re-routings, and ad-hoc flight assignments.

Requirements

- 6 passes at GCE O/L with 4 Credits in one sitting and a credit for English with 2 years of work experience including 1 year Crew Scheduling work experience.
- OR**
- 6 passes at GCE O/L in one sitting and a credit for English and full or part professional qualification with 2 years work experience including 1 year Crew Scheduling work experience.

Age to be not more than 30 years as of 28th August 2025 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

I'm interested

Job Information

Division Name

Flight Operations

Date Opened

18/08/2025

Application Closing Date

28/08/2025

Job Type

Full time

Industry

Airline - Aviation

City

Katunayake

Province

Western

Country

Sri Lanka

Postal Code

11450



