

GROUND OPERATIONS OFFICER

Kimberley Air Tours is seeking a vibrant and energetic person to join its team of aviation & tourism professionals at our home base in **Kununurra, Western Australia** for the 2022 season.

Located in the East Kimberley alongside the Ord River, Kimberley Air Tours is a locally owned and family orientated organisation specialising in a variety of short to full day air touring experiences and charter services across the picturesque landscapes of the Kimberley region and Australia's Northwest.

The reporting to the Operations Manager, the Ground Operations Officer plays a critical role within the company as an active driver between planning and execution of air tour and private charter operations.

Roles & Responsibilities

Duties to be carried out include but are not limited to:

- Provide ground support to flight crew by assisting with passenger boarding & freight handling
- Coordinate receipt & dispatch of freight from depot to destination
- Monitor arrivals & departures conducting bus transfers as required
- Basic vehicle maintenance & equipment checks, liaising with third party service providers as required
- Up-keep of front office, kitchen, bathroom, and other shared spaces including hangar & seaplane base
- Assist with cleaning / general presentation of fleet vehicles & aircraft as well as shared office spaces

Skills & Attributes

To be successful in this role, applicants must be able to demonstrate the following:

- Well-developed communication and computer literacy skills
- A professional manner on the telephone, email and in face-to-face interactions
- Ability to manage competing priorities in a dynamic and fast paced environment
- Be highly organised with a strong attention to detail
- Enthusiasm and a 'can do' attitude
- A flexible and 'hands on' approach to work

This role is offered on a full-time basis with commencement in early March 2022 through to the end of September 2022. Weekend work may be required.

Although previous experience in aviation or tourism and a Light Rigid licence would be advantageous it is not essential. Enthusiasm for the role and an eagerness to learn will be considered above all else.

If working as part of a passionate close-knit team that inspires members to be the best version of themselves and providing unforgettable lifetime experiences for visitors to the Kimberley sounds appealing, then this might be the perfect role for you.

Please Note: In 2022 it will be a requirement that staff working at Kununurra Airport have a certificate confirming fully vaccinated status against Covid 19. The successful applicant shall also have or be able to obtain an Aviation Security Identification Card (ASIC) and undertake a pre-employment Drug & Alcohol test.

To apply, please submit a cover letter addressing the key requirements of the role and why working for Kimberley Air Tours appeals to you along with your most recent resume to info@kimberleyairtours.com.au

This position is for commencement in March 2022. Only shortlisted applicants will be contacted.

