

INTERNAL VACANCY – SCHEDULES DEPARTMENT

An opportunity has become available for a **Flight Operations Co-Ordinator**, reporting to the **Schedules Manager**. The successful incumbent will be based at Lanseria International Airport.

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

Daily Airline operations – not limited to this.

- Arrival & Departures competent on Safair
- Successfully completed Airlines / Lanseria Passenger handling course
- Boarding/Check in experience
- Close out/Co ord (Closing flights, pre seating, seat changes, passenger offloads, paperwork, final documentation, loading standby/DBC passengers, liaising with Airline ops and irregular ops)
- Ensure OTP
- Dangerous Goods competent
- AVSEC competent
- Customer Service focused.
- Ensure adherence to CAA requirements.
- TAV flight management system and Resource management system (monitoring and input of information – passenger loads, baggage, cargo, Lofos and SPATS, Boarding gates linked to parking bays)
- Month end / Airline passenger figures and delay reports
- OTP

PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE:

- Matric (Grade 12)
- Minimum 2 years' experience in an airport/airline operations environment.
- Good time management
- Good communication skills
- People skills
- Listening skills
- Good decision-making skills
- Accountability
- Problem solving
- Work under pressure.
- Computer skills
- Attention to detail
- Self-driven and result orientated.
- Multi-tasking

APPLICATIONS

Applications with a covering shortened CV must be submitted to **Careers@lanseria.co.za**
by the closing date of **26th January 2026**

Internal and External candidates will be considered. No late applications will be accepted.
Should candidates not be notified of the outcome of their applications within 7 days of
closing date, they should please regard their applications as unsuccessful.

Lanseria International Airport is an equal opportunity and affirmative action employer.