



Revision Date:

Position Title	:	Ground Operations Executive	Job Grade	:	
Division	:	Ground Operations	Department/Unit	:	CEO's office
A. JOB PURPOSE: <i>(Helps to define purpose of job)</i>					
Assist Ground Operations Manager in the delivery of ground operations standards which meets all regulatory requirements as well as the commercial targets and KPI's set by the Company.					
B. JOB SUMMARY/KEY RESPONSIBILITIES: <i>(Functions of positions – please provide 3 to 8 key accountabilities)</i>					
<ol style="list-style-type: none"> 1. Assist in ensuring that the ground operations organization is adequately resourced and managed. 2. Responsible to GOM in compiling Monthly Base Manager Reports as well as organize Base Manager Monthly Meetings in accordance with company standards. 3. Responsible to GOM in raising issues that require the promulgation of Ground Standing Instructions (GSI). 4. Assist in monitoring ground handling operations is delivered effectively and to maximize customer satisfaction. 5. Assist in the amendment and reviewing of the Company's approved Ground Operations Manual pertaining to the respective bases. 6. Assist in the supervision and training as necessary of the ground handling staff. 7. Assist in Promoting a continuous improvement by implementing effective corrective action for any audit findings raised by O&G Operator / Authority on the ground handling operations. 8. Assist in preparing the annual budget and monitor the costs of base ground operations and remain within budgetary parameters. 9. Responsible to GOM to ensure compliance with O&G Operator / Authority standard requirements. 10. All tasks as directed by GOM from time to time. 					
C. POSITION SPECIFICATIONS <i>(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)</i>					
Academic qualifications & professional certificates	:	<i>Essential</i>	:	Diploma/Degree in Aviation Management and its related field	
		<i>Preferred</i>	:		
Experience / exposure	:	<i>Essential</i>	:	Minimum of five (2) years of experience in airline industry or ground handling company.	
		<i>Preferred</i>	:		
D. COMPETENCIES					
Knowledge & skills required	:	<i>General</i>	:		
		<i>Technical:</i>	:	<ul style="list-style-type: none"> •In-depth knowledge of IATA Dangerous Goods Regulations. •Experienced and certified in a Load Supervisor/Weight & Balance role, with minimum 2 years on wide-body freighter aircraft. •Experience of manual and computerised Weight & Balance. 	
Personal Attributes	:	<ul style="list-style-type: none"> • Capable of dealing with changing deadlines and priorities • Flexibility with changing requirements regarding work hours/days, location and travel • Supportive of continual safety and quality environment of company • Ability to work in culturally diverse environments 			



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E. KEY CHALLENGES

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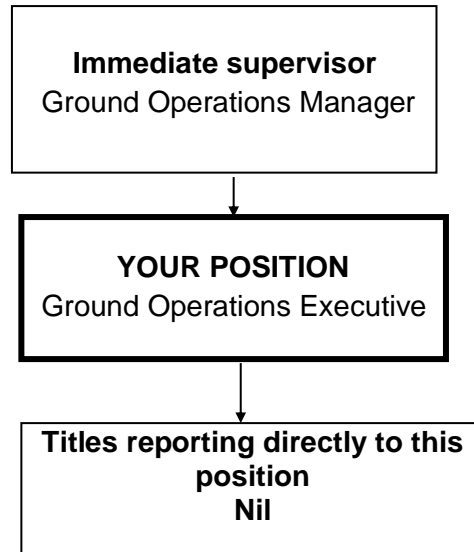
F. DIMENSIONS / AUTHORITY LIMITS

(e.g.: CAPEX, OPEX, revenue / budget)

- Geography
Involved in both international and domestic operations.

G. REPORTING STRUCTURE

(Direct report / superior / peers within department)



PREPARED BY:

Signature :
Name :
Date :

REVIEWED BY:

Signature :
Name :
Date :

APPROVED BY:

Signature :
Name :
Date :

ACCEPTED BY:

Signature :
Name :
Date :