

Dispatcher

Manchester, Dispatch

Vacancies have arisen for Aircraft Dispatchers to work within our Ground Handling Operation at Manchester Airport

Experience

- Experience of working in a customer focused environment with ability to work towards tight deadlines
- Wide body weight and balance experience is preferable
- A good working knowledge of any of the Airport check in systems is preferable.

Skills

- Ability to work to tight deadlines
- Excellent communication / interpersonal skills
- Full UK Driving license
- Decision Making and Problem Solving
- Able to work at any company premises
- Have normal colour vision to obtain airside driving license
- Strategic thinking
- Safety driven

Key Tasks

- Load planning, weight and balance of aircraft.
- Meeting and departing of aircraft.
- Co-ordinating all the services that attend an aircraft to prepare for its next flight, e.g. caterers, fuellers, cleaners, baggage loading, de-icing.
- To document all key stage timings during the departure process.
- Liaison with Airline Flight Deck and Crews, Passenger Services staff and other Airport Personnel.
- To monitor the under wing activity and offload processes and reports to be completed in an auditable process. All safety procedures to be complied with.
- Prior to the loading of the aircraft ensure all service providers adhere to safe working practices.
- To provide good communication to all departments and service providers during both arrival and departure process.
- To co-ordinate and ensure 3rd party engagements are compliant as per their PTS (precision time schedule).
- To document any deviations or changes and communicate them at all times and ensure that the correct information is used.
- Upon completion of the flight, all loading information to be sent/scanned/mailed to relevant airlines and ensure CPM/LDM production, and all MVT messages sent.
- Ensure ramp report card is filled in with full details and delay report if necessary.
- To assist with any other duties to ensure on time departures and the provision of service levels.
- To undertake any other duties as required by Management.

Hours of work:

- Full time, permanent
- The job holder must have a flexible approach to working variable shift patterns.

If you believe you have the drive and enthusiasm required, apply in writing with an up to date CV and covering letter advising why you are suitable for this position to:

Mel Baker, Dispatch & Baggage Operations Manager, at
Melvyn.baker@dnata.co.uk

Successful applicants will be shortlisted for interview, and must have the legal right to work in the UK
Internal candidates - please ensure you have informed your manager of your application

Closing Date: 14 December 2018

dnata Ltd is an equal opportunities employer



The dnata logo, featuring the word 'dnata' in a blue, lowercase, sans-serif font. The 'd' and 'n' are connected, and the 'a' has a small green leaf-like shape above it.