



**European Air Transport Leipzig GmbH**

## **JOB VACANCY**

### **Flight Dispatcher (f/m) – 3 Positions**

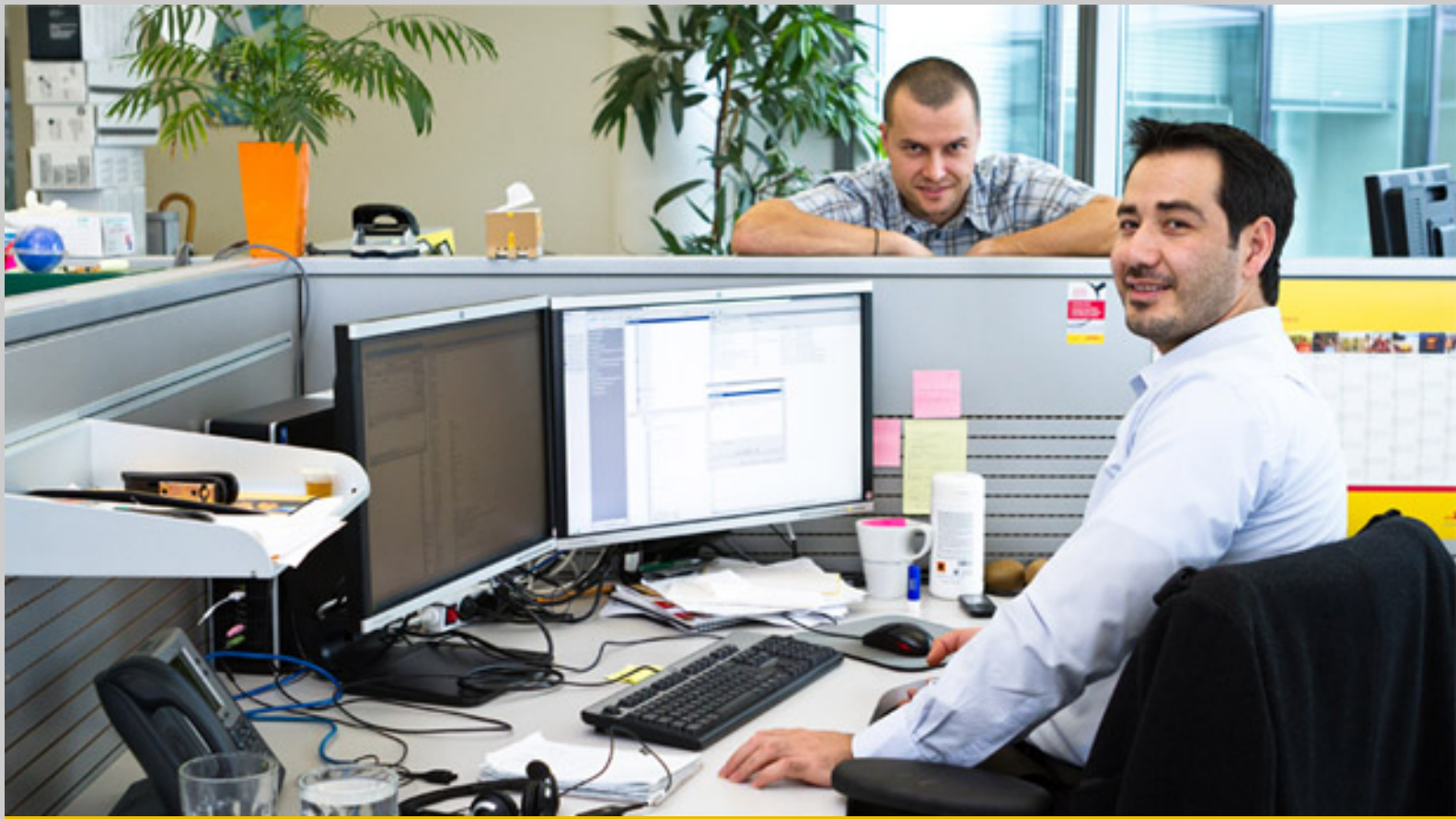
#### **Tasks:**

- Provide flight planning for all aircraft & flight crew of EAT
- Provide & assist external flight crews with their Flight Briefing
- Monitoring flight progress
- 24/7/365 follow-up of weather conditions and airspace restrictions in NOTAM's from DHL destination and diversion airports
- Develop alternative actions and communicate to impacted areas & departments
- Submit flight plans to Air Traffic Control (ATC), assure flight plan acceptance and monitor reception of ATC Slots
- Re-plan and negotiate in the interest of the network schedule to be performed with the objective to achieve best on-time performance
- Assist flight crew during their flight preparation
- Act on weather evolution, on technical information from crew or maintenance
- Determine fuel load to be carried and place fuel order; considering fuel conservation and fuel cost reduction measures in the interest for the efficiency and environment
- Ensure effective communication between dispatch (shift handover), flight crews on ground & inflight, and to EAT, 3rd party Operator & DHL network management
- Maintain Flight Dispatch library
- Coordinate ad-hoc over flight and landing authorizations, ad-hoc airport slots where required, ancillary services when operationally required (handling svc, catering).

#### **Skills:**

- Ability to work in a shift duty environment, incl. nights, weekends and public holidays
- Strong interpersonal skills and Service & can-do attitude
- Ability to perform in a team
- Analytic and decision-making competencies
- Ability to communicate with technical and non-technical staff
- Excellent operational process knowledge, understanding of flight operations procedures and organizational requirements for airworthiness and airline operations
- Working knowledge of legislative and regulatory framework as well as international statutory requirements (e.g. ICAO, EASA) are desirable
- Ability to take initiatives, react efficiently in crisis situations and to work under pressure

#### **Qualifications:**



- Hold a Dispatcher license (LBA, FAA or equivalent license)
- A background in commercial flight operations is essential
- Sound understanding of airline OPS
- Knowledge of navigation, meteorology, flight planning, air traffic control, aviation regulations and commercial aviation
- Fluency in spoken and written English and good knowledge of German language

Location: European Air Transport Leipzig GmbH

Working time: 40 hours, rotating shift schedule

Starting date: asap

Applications: Please submit your written application to the HR department, Anne Burghardt, Email:

[Anne.Burghardt@dhl.com](mailto:Anne.Burghardt@dhl.com)