



Crew Scheduler (m/w/d)

DHL Air Austria GmbH will be a new DHL Airline to serve the European DHL Express Network based in Vienna, Austria. DHL Air Austria GmbH is currently submitting the relevant applications to the Austrian authorities and is striving to unfold operations by end of this year. The company will take over a fleet of Boeing 757F- freighters from DHL Air UK whereas DHL Air UK will increase its focus on intercontinental operations.

Tasks & Responsibilities

The main task involves short- and long term flight crew planning as to daily crew control, legal and efficient flight crew coverage and appropriate maintenance of published flight crew rosters with regard seasonal schedule, to ad-hoc operational changes and additional training of ground duty requirements. The essential part of the job is a regular contact with flight crew members in matters of roster changes and further coordination with other departments.

- ensure legal and efficient flight crew coverage
- monitor flight roster legality at all times
- handle ad-hoc operational changes
- track the completion of line training requirements for flight crew
- review and reschedule flight crew rosters in case of flight crew qualification or other given crewing constraints
- maintain published flight crew rosters
- inform flight crew members of flight crew roster changes
- facilitate crew contact as required
- substitute for task of crew hotel accommodation and travel arrangements & in absence of the travel department
- complete flight crew roster regarding arrangements of catering orders or jump seat bookings
- communicate with other departments and incorporate other crewing requirements into flight crew rosters such as flight crew training, flight crew qualification, office duties, meetings, network capacity planning and fleet projections
- participate in workshops, meetings and projects as required
- perform other administrative tasks as per delegation
- Participation in cross-functional projects

Profile & Requirements

- Completed degree program or many years of relevant professional work experience, , preferably in crew scheduling, or in aviation, flight operations or a transport/travel industry sector
- familiarity with applicable regulatory requirements
- good computer skills, preferably including a crewing software (AIMS, or other)
- Very good knowledge of English and German
- ability to work in a 24/7 shift pattern



- ability to prioritize ad-hoc and make prompt decisions
- stress-resistant
- flexible to adapt in a dynamic environment
- effective communication verbal and written
- professional approach to people with different cultural, social and educational backgrounds
- problem-solving capability