

NHV Group - Flight Operations Officer

Job summary

The Flight Operations Officer is responsible for the execution of the daily base flight schedule for our base in Den Helder. They will interface with a number of internal and external stakeholders to manage the safe, compliant and efficient delivery of the program, whilst upholding a high standard of service to NHV's clients.

The position is an operational as well as administrative function, part of the operations department, and reports directly to the Service Delivery Lead.

This is a part-time function (20 hours / week). Depending on the candidate and preferences, this could be extended.

Responsibilities and areas

Flight Planning & Coordination

- · Prepare and maintain daily flight schedules, including flight watch and monitoring.
- Anticipate and coordinate required changes to the flight schedule.
- Provide operational paperwork and briefings to flight crews.
- Monitor weather and NOTAMs relevant to flight operations.

Crew Management

- Manage pilot scheduling and ensure compliance with Flight Time Limitations (FTL).
- Liaise with crew members regarding operational updates and changes.

Client & Stakeholder Liaison

- Act as a key point of contact for clients regarding flight changes, disruptions, and queries.
- Liaise with Air Traffic Control and airport authorities as needed.
- Communicate with internal departments (Engineering, Ground Operations, etc.) to ensure fleet availability and operational readiness.

Administration & Compliance

- Ensure all operational and customer reports are completed accurately and on time.
- Maintain high standards of documentation in line with regulatory and company requirements.

Skills & experience

- Strong interest in aviation operations and flight coordination; previous experience is a plus but not required.
- Excellent communication and interpersonal skills.
- Professional, friendly and customer-focused personality.
- Ability to work under pressure and adapt to changing circumstances.
- Proficiency in scheduling tools and operational software.

- Fluent in Dutch and English (spoken and written).
- Willingness to work flexible hours, including weekends and holidays.

What we offer

You'll be welcomed in a young and exciting company. Based on your skills and competences, you'll be offered a competitive salary with extra legal benefits.

The opportunity can be taken to widen your knowledge and skills.

https://nhv.be/