

NHV Group – Ground Operations Officer

We have an exciting opportunity to join our flight operations department

The main purpose of the Ground Operations Officer is to help and assist the pilots and act as the link between NHV Denmark and the client.

Main Responsibilities

- Make all the preparation for flights
- Responsible for planning and coordination for all NHV Denmark's flight operations
- Understand the client's business and needs, under the decision and supervision of the Ground Operations Manager
- Liaise with customers as required/directed on delays and significant events. Assist with customer enquires or queries as required.
- Liaise with line internal departments and customers as required on current operational matters.
- Pilots scheduling
- Ensure all administration is carried out to the required standard and regulations
- Anticipate and co-ordinate required changes to the flight schedule and liaise with relevant departments.
- Assist the colleagues and other ad hoc work from Operation or Ground Operations Manager
- Responsible for complying with Information Security Management System (ISMS) policies, procedures, and controls and supporting information security objectives

Skills and Experience

Skills

- Service minded
- Language: Good knowledge of Danish and English is mandatory
- Competent in the use of IT is mandatory
- Good at communications
- Ability to work under pressure

Experience

- Experience in aviation environment is preferred
- Experience in operations or coordination is preferred
- Is a team player and helps out colleagues where needed
- Competent in the use of IT is mandatory

- Language: Good knowledge of Danish and English is mandatory

About NHV

We are a fast growing Business-to-Business aviation services provider for the offshore & onshore industries. We operate a young fleet of around 30 helicopters in Europe and Africa.

Joining NHV means becoming part of an innovative international aviation company that values motivation, enthusiasm, and dynamism. We prioritize our employees, supporting their well-being and growth with comprehensive, role-specific training. Our commitment to fostering a positive work environment includes organizing corporate events and encouraging innovative and critical thinking.

<https://nhv.be/>