

(Adventurous) Flight Ops Assistant WANTED!

OPSGROUP Team

3 April, 2023



Hi there!

We're hiring again: this role is for a **Flight Ops Assistant** at **OPSGROUP**. Might this be you?

There are some hidden instructions in this post. Read carefully! At the end, you're going to go on an *adventure*, so be ready!

Let's get started!

The first question you might have is, what does a **Flight Ops Assistant** do? This role is a junior one, but you'll be a core member of the OPSGROUP Team. You'll assist with the daily work that we do for our members, and at the same time learn more than you can imagine about the weird and wonderful world of International Flight Operations. So for the right person, it's a win-win.

A day in the life of a Flight Ops Assistant...

When we say "Every day is different", it's actually true here. That's the beauty of international flight ops – Monday is a problem on the North Atlantic, Tuesday is an ATC strike in France (OK, that's every week right now, but ...), Wednesday is a typhoon heading for Tokyo. But an overview of the things you would do are this:

- Keep an eye on **member messages** – a request for help, or a notification of something new.
- **Fact-check**: assess reports coming in, and communicate with CAA's, FBO's, ATC, Airports to nail down the skinny on the latest risks and changes.
- **Write** crisp, clear **ops alerts** in plain human-friendly English for our members.
- **Help** compile the Daily Brief for members.

- Research larger operational risks and changes for blog articles and guidance to members, and write helpful, clear articles.
- **Coordinate** our chats, meetings, events: Danger Club, Coffee & Waffle, OPSGROUP Local.
- **Help** with some of our focus work: NOTAM reform, Safe Airspace, Pilot-Controller workshops.
- Take part in our **Team chats**, and help track new ideas for member tools, resources, useful articles, maps, and other genius things.
- Keep our flight ops databases, member information, and airport info up to date.

Who are you?

Here's the first (*not so hidden*) instruction - when you start your adventure down below, make sure to give us a sense of **who you are**. For sure, some flight ops experience is important, but we like working with people we like. That doesn't mean "people like us", it just means that you bring great energy.

As this is a junior role for an assistant, we're not expecting you to have twenty years at the pointy end of international flight ops - but you should have a solid basis in flight operations: dispatch or flying, real world, a few years at least. We'll help take that foundation and expand your world; you'll learn, grow, and take on new challenges here.

The deets

- **Working hours: Weekdays** (Monday-Friday), daytime hours, **full-time**. We have a target of 6 hours of good work each day, and most weeks will average out at 30-40 hours of work. You decide (mostly) when that happens - no night shifts or back of the clock grinding required!
- **Payment:** Monthly, fixed-rate. Some weeks more, some weeks less - depends what's going on.
- **Location:** Your island, cabin, apartment, garden, boat, tiny home, co-working space - wherever you have a quiet spot to yourself and some decent internet. We *might* have a preference for a US timezone in this regard (UTC-4 to UTC-8), but we're open.

Ready?

You can do your first interview already! It'll take about 20 minutes. We'll take you on a little adventure, ask you some things, tell you some things. All you need is your big computer (couple of practical things to do, so your phone isn't ideal) and a little time.

