



People · Professionalism · Partnership

## DISPATCHERS

SEASONAL PART-TIME / PAPHOS

### LOOKING FOR A NEW CHALLENGE?

Dispatchers manage the entire arrival and departure process overseeing all ground handling activities to ensure a safe working environment and achieve an on time departure. Dispatchers will deal with a variety of airline systems and represent Swissport through effective communication with flight and cabin crew at the aircraft side. The dispatchers will ensure that the aircraft departs with all passengers, baggage and cargo are accounted for.

### HOW TO APPLY

1. Apply online through our website [jobs.swissport.com](https://jobs.swissport.com)

Search jobs and select [PFO] Flight Coordinators.

OR

2. Send your CV to [Andri.Petrou@swissport.com](mailto:Andri.Petrou@swissport.com) with the subject code PFO/FC.

If you require further information, please contact **Andri Petrou at 24008789** or **Florentina Gavriel at 26007242**.

### MAIN RESPONSIBILITIES

- Highlight shortfalls to individuals immediately and if necessary, escalate to relevant line managers or through the safety reporting system
- Advise the OCC of appropriate delay allocation and communicate as required to the owning department and report any extra services supplied to the airline
- Ensure the Loading Team Leader adheres to the LIRF (loading plan) and any anomalies are communicated back to Load Control
- They will also ensure prompt delivery of all LIRF figures back to Load Control in order for the load sheet to be completed and delivered to the aircraft
- Responsible for ensuring crews receive aircraft/passenger documentation
- Must be physically present on the ramp on a regular basis to ensure safe operations
- Must understand refueling procedures and be aware of emergency processes
- Secure all duties and services according Contracts and agreed Standards (SLAs)
- Ensure all personnel working around the aircraft are using correct safe working practices and they all have the correct PPEs
- Perform FOD control and removal
- Perform start up clearance duties (Headsets)
- Marshalling, Loading Supervision
- Overall responsible for the safety of the aircraft, its crew, the passengers and all personnel working for turnaround
- Communicate effectively with all relevant departments in order to ensure a safe working environment and achieve an on-time departure.

### YOUR PROFILE

- College/ University Degree or equivalent
- Valid driver's license
- Good English oral and written communication skills
- Computer literate (Microsoft Office)
- Be able to work in teams with minimal supervision
- Must be flexible and willing to work during various shifts including, holidays, weekends and night shifts
- Quality and Efficiency Oriented and Attention to detail
- Customer oriented and Safety Awareness as top Priority
- Ability to work under pressure and deliver on time