Assistant Manager, Training and Roster Planning

Responsibilities:

- Manage and maintain the Theoretical Knowledge lesson schedules for the Cadet Pilot Programme and pilot licensing

- Prepare, maintain and update student training records, including attendance, leave application, progress report and examination results

- Monitor, analyze and report on student training progress throughout the Cadet Pilot Programme for management review

- Establish and administer rostering system for Theoretical Knowledge Instructors (TKI) and ensure optimized deployment and compliance with CAD requirements

- Maintain instructor's records required by the Training Manual and attendance record for both full time and part time instructors of Flight Training & Engineering Training Centre (FTE).Maintain communication among Chief Ground Instructor (CGI), TKI and other FTE staff when CGI is away from office

- Plan and schedule examinations (including resits); coordinate with examination service providers, and invigilate associated examinations as required

- Provide administrative and logistical support to all training and examination related activities for FTE

- Perform any ad-hoc assignments as required

Requirements:

- Bachelor's Degree holder in any discipline, preferably in Aviation management or related

- Proficient in Microsoft Word, Power Point and Excel

- Minimum 3 years of experience with Aviation, Flight training organizations or Aviation business management

- Good command of written and spoken English and Chinese, including Mandarin

- Effective communication, presentation and report writing skills