

JOB IDENTIFICATION

Job Title: Apron Supervisor

Department: Ground Handling

JOB PURPOSE

To work according to the requirements asked by the Ground Services Manager and apply to the rules and regulations pertaining to the ground services at the airport according to the federal and international laws organized by the International Civil Aviation Organization.

RESPONSIBILITIES AND DUTIES

- Roster planning
- Planning of bays to park aircraft.
- Allocation and supervision of staff.
- Daily inspection sheets completed on all ground equipment.
- Statistic and time sheet requirements.
- Special attention to VIP Movements.
- Coordination with other departments/customers.
- Office correspondence, compilation of reports, replying to emails
- Commitment to understanding, improving, communicating, and developing the company's integrated Management System of Quality, Health, Safety & Environment.
- Maintaining a suitable environment to declare. Achieve and maintain the sections Quality, health, Safety and Environmental Objectives.
- Initiating and implementing and follow up necessary corrective actions.
- Participates in the inspection and investigation of accidents and helps introducing corrective / preventive actions.
- Participates in conducting risk assessment.
- Make suggestions for buying of new equipment, services and /or materials.
- Effective communication of all section roles, responsibilities, and authorities

JOB RELATED COMPETENCIES&SPECIFICATIONS SECTION

Knowledge, Skills and Competencies:

- Computing skills in MS Word and MS Excel.
- Ability to learn things fast and implement them.
- Competent customers services skills required.
- Requires problems solving skills.
- Strong in-house employee relationship and Man Management skills.
- Having a valid UAE driving licence
- 5 years' experience in Ramp Operations.
- Able to operate Ground Handling Equipment (once qualified and cleared from the competent department)

Educational Profile and Experience:

- Good standard of education & Fluent in the English language (both spoken and written).
- Excellent written and verbal communication skills in English (Arabic is an added advantage) for RT and Headset procedures.

Physical Demands:

- Should be medically fit

Work Environment:

According to the federal and international laws organized by the International Civil Aviation Organization