

VACANCY



Windward Islands Airways International (Winair) N.V.
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Windward Islands Airways International (Winair) N.V. is the successful airline of St. Maarten. We have a long history and are doing well in a dynamic, international setting. Currently, we have about 180 employees, but we expect to grow substantially in the upcoming years. Winair is investing in our employees, empowering them, and striving to be an excellent workplace for ambitious professionals.

FLIGHT OPS TRAINING RECORDS ADMINISTRATOR

Job Scope

The Training Records Administrator will facilitate the Flight Department training compliance by maintaining records of and schedules for employee training.

DUTIES AND RESPONSIBILITIES

- Maintains Flight Crew Training records and ensures compliance with SMCAA & IOSA Flight Crew Training Requirements
- Updates crew scheduling system with updating training start and expiration dates.
- Notifies crew scheduling in a timely manner for the scheduling of flight crew to perform required training activities.
- Will monitor & manage E-Learning platforms approved for the tracking and notification of training required for Flight Crews.
- Monitors all crew qualifications and notifies crew in a timely manner of expiration, i.e., license/validations, medicals, passport.
- Maintains records of all training of Check Flight Crew and Instructor
- Issues crew training records/certificates of completion for courses.
- Will occasionally audit crew files for compliance.
- Review and communicate training status reports.
- Assists crew scheduling for training events, i.e., booking of flights, hotels, simulator scheduling, external training locations, crew per diems, etc.

QUALIFICATIONS

- Minimum three (3) years of airline training records or related record-keeping experience.
- High School Diploma. Associate Degree or higher preferred.

SKILLS

- Technical writing skills
- Good problem solving skills
- Strong leadership skills
- Strong administrative skills
- Demonstrate analytical & problem-solving skills.
- Must be computer literate; Microsoft Excel, Word, Outlook.

The ideal candidate is a team player, exercises leadership skills, and can establish effective relationships within the company. Do you have an interest in starting a new chapter with another company? If the answer is yes, please apply by sending a motivational letter, a resume, and a valid passport copy to the Human Resources Department, humanresources@fly-winair.com.