



Senior Officer, Airport Operations & Crisis Management

Responsibilities:

- Coordinate logistics arrangement with Mainland or overseas Airports/Academic Institutes for course delivery and administration
- Arrange logistics and provide administrative support for physical classes and online courses
- Coordinate with internal and external parties for programme administration and logistics arrangements
- Handle customers' enquiries on training courses and enrollment process
- Organize, deliver airport or campus tour and perform other ad hoc projects as required
- Occasionally duties on weekend/public holiday, non-office hours may require

Requirements:

- Diploma holder or above
- Minimum of 2 years experiences, in-depth knowledge of aviation or customer service market in a sizable aviation company
- Working experience in a supervisory/leader role in managing internal staff is an advantage
- Good communication, problem solving and interpersonal skills
- Good command of written and spoken English and Chinese, including Mandarin