



Princess Juliana
International Airport

We are hiring
Join our team!

Operation Coordinators

Princess Juliana International Airport (PJIAE N.V.) is recruiting Operations Coordinators. As an Operations Coordinator you will execute, coordinate, and take corrective measures regarding landside, airfield and terminal operations of all sections of PJIAE in accordance with the aerodrome manual; local, national & international rules and regulations; policies and procedures.

THE ROLE

- Coordinate and ensure safe operations processes. Enforce the adherence to airport local and international safety rules on the entire airport premises and takes corrective measures in the event of irregularities.
- Ensure accessibility to the airport facilities.
- Provide information for the proper management of the operation of Airside, Terminal, and Landside.
- Write daily airport inspection- and irregularity reports.
- Execute airlines schedules planning.
- Update and maintain the airline schedule database.
- Create and update daily gate logs.
- Coordinate gate and terminal operations.
- Provide and coordinate aircraft parking and gate assignments for all flights operating on the apron.
- Monitor terminal gates, hard stands, or remote parking position.
- Track all flights using ATS software.
- Track and log all passenger aircraft arrival and departure times.
- Monitor all vehicle and aircraft traffic on airfield and report all unsafe operations.
- Aid the manager with regards to general departmental tasks.

MINIMUM REQUIREMENTS

- Minimum HAVO/ CXC diploma or equivalent.
- First Aid diploma.
- Aviation work experience is a plus.
- Ability to communicate effectively both verbally and in writing in English.
- Ability to delegate effectively.
- Ability to work under stress.
- Good planning & time management skills.
- Computer skills: proficiency in MS Office, Excel, MS Word and Access.

A written assessment is part of the recruitment process.

HOW TO APPLY?

Interested persons can email their resume and motivation letter to career@sxmairport.com
Please include "Operations Coordinator" in the subject line. Application deadline **Friday, June 7, 2024.**

"Nurturing Ambition, Unleashing Potential: SXM Airport - Where Local Talent Thrives!"



www.SXMairport.com

