

Job Description

Organizational classification

Division	<i>DHL Express</i>
Business Unit	European Air Transport Leipzig GmbH
Department	Flight Operations
Job title	Intern Flight Operations
Classification	800€ months 1-3;
Reports to	Manager Flight Operations

Responsibilities and tasks

Summary of duties	General assistance and support in upcoming projects and any tasks assigned by Flight Ops Management.
Responsibilities/ Tasks	<p>General assistance, e.g.:</p> <ul style="list-style-type: none"> • Administering of update statuses of Electronic Flight Bag (EFB) applications • Production and distribution of manuals and documentation • Support compilation of the monthly newsletter for flight crews • Preparation and support of team events • Support the monthly “secondary employment” survey • Support regarding the Flight Crew Member’s expense claims: Collection, review and control of FCM expense claims, submission for approval and ensuring timely payment by accounting center • Manage validity of FCM data like passport renewal, visa, requests for second passport or certain vaccination requirements, next-of-kin in Aims • Approval, correction and follow-up of invoices/ purchase orders in Doxis • Request jump seats for Additional Crew Members • Assist in organising meetings, participate as required, keep and distribute minutes and follow-up on agreed action points <p>Support project work within Flight Operations, e.g.:</p> <ul style="list-style-type: none"> • Analyses of runway eligibility • Visa application

Skills/Qualification



Key Skills (Soft skills, personal skills)	<ul style="list-style-type: none">• Work in an organized and accurate way• Systematic and analytical thinking• Able to prioritize assigned tasks• Capable of autonomous work• Motivated, flexible and reliable
Expected educational level/ Qualification (Hard skills)	<ul style="list-style-type: none">• Studying economics, aviation, transport- or aerospace engineering respectively other comparable field• Good communications skills in English and German language (written and spoken)• Good knowledge of IT tools (MS Office)

Signature direct supervisor

Signature Member of SMT