

The hereafter job position is based at the French bee headquarters located 5, allée du Commandant Mouchotte - Bât. 519 - Paray Vieille Poste 91782 Wissous Cedex (France) under the following weekly pattern:

- 4 office days.
- 1 home-office day.

Minimum requirements:

- University degree holder or equivalent.
- Minimum 1 year relevant working experience in EASA training environment.
- Proficient in English language (both spoken and written).
- Proficient in Microsoft Word, Excel, Powerpoint and Adobe Acrobat.
- Proficient in iPad or IOS device.
- Able to work independently with minimum supervision.
- Continuous improvement and critical-thinking mindset.
- Highly disciplined.
- Good interpersonal skills & good team player.
- Sense of confidentiality.
- Sense of integrity.

SUPERVISOR CREW TRAINING (SCT)

GENERAL

The Supervisor Crew Training (SCT) reports to the Director of Crew Training (DCT) and assists him/her in every assigned tasks.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- Maintain close liaison with DCT, Deputy Director of Crew Training (DDCT) and Flight Support Rostering Manager (FSRM) on matters concerning planning, scheduling, and rostering of all training activities.
- Oversee the mid-term execution of crew regulatory qualification training plan for the plan adherence and regulatory compliance.
- Review and forecast the seasonal training resources to ensure French bee requirements can be met.
- Arrange for the use and approval of flight simulators and other training devices as required and within approved budget limits.
- Ensure the efficacy of the aircrew regulatory qualification training plan at the rostering stage.
- Facilitate inspections and audits.
- Monitor and analyze the training resource utilization and forecast.
- Monitor training disruption and identify its cause.
- Liaise with the training facilities providers for training resources availability.
- Liaise with all necessary third parties for training resource and other necessary arrangements to facilitate aircrew qualification training.
- Supervise the daily/weekly/monthly implementation of the aircrew training roster following the regulatory and company requirements and liaise with the FSRM.
- Supervise the data entry in the computerized crew administration database.

- Consolidate and monitor intranet / EFB training resource availability such that it reflects the latest French bee training instructions, syllabi and other pertinent materials.
- Monitor OMD in relation with regulatory compliance and advise DCT & DDCT.
- Supervise the preparation of training materials for instructors and trainees.
- Ensure the proper keeping of crew qualification training records in relation with the FSRM.
- Validate all training documentation against the accepted standards and recommended practices.
- Establish and implement a distribution process that ensures availability of the current version of training documentation to appropriate operations personnel, flight and cabin crew.
- Handle and monitor of all matters related to pilot licensing to ensure validity and currency.
- Oversee pilot license validities and currencies in relation with the FSRM.
- Assist pilots and monitor timely processes for license issuing/conversion and renewal.
- Liaise with DGAC on licensing issues.
- Maintain pilot licensing database.
- Prepare agenda, attend and produce minutes of training meetings.
- Develop risk and benefit analyses for modifications, to support executive decision-making.
- Prioritize assigned resources to achieve required KPI targets and / or Operational requirements.
- Make recommendations to the DCT and DDCT on improvements in procedures, and integration with external suppliers.