



## **Senior Officer, Airport Operations & Crisis Management**

### **Responsibilities:**

- Coordinate logistics arrangements with Mainland and/or overseas Airports/Academic Institutes for preparation of enrollment, training materials, course delivery and administration
- Arrange logistics and provide administrative support for physical classes and online courses
- Provide administrative support to all training related activities of the training centre
- Assist in compilation of training records, reports and statistics for quality assurance and related purposes
- Organize and deliver airport or campus tours, and perform other ad hoc projects as required
- Handle customers' enquiries on training courses and enrollment process
- Occasional duties on weekend/public holiday, non-office hours may be required

### **Requirements:**

- Diploma holder or above
- Minimum of 2 years working experiences, with knowledge of aviation industry being an advantage
- Competency in using Microsoft Office applications (including Word, Excel, PowerPoint) is a must
- Good command of written and spoken English and Chinese, including Mandarin
- Good organization skills and strong attention to detail
- Effective interpersonal skills and ability to work well in a team environment