

# EXECUTIVE AVIATION

## Station Manager

Would you describe yourself as a people person who has lead a team before? Are you passionate about aviation? Are you interested in joining a growing company? We are looking for a Station Manager.

Executive Aviation is excited to post for the position of Station Manager at our London Ontario base. In this role you will be responsible for promoting a safe and positive work environment while managing a team of 25 ground handlers. We are relying on you to maintain our strong relationships and reputation with airlines and the airport authority. We are looking for a dynamic problem solver, progressive thinker who has the proven ability to create efficiencies in the operation.

This position reports to the Operations Manager. Executive Aviation offers a competitive compensation package, benefits, training and development and the opportunity to watch your career soar.

### **Roles and Responsibilities**

- Oversee the day-to-day ground handling operations for the London base.
- Schedule, manage absences, approving shift changes, promoting work place balance for your team.
- Analyse operational needs, service level agreements while looking for opportunities to create efficiencies.
- Manage relationships with airline partners and the airport authority to ensure everyone's needs are being met.
- Promote managerial best practices and follow
- Coordinate with corporate trainer all training needs and cross training opportunities.
- Manage all aspects of recruiting new team members and their orientation.
- Manage and motivate team members to achieve high performance.
- Responsible for approving payroll.
- Ensure daily administration is completed to a high standard (flight logs, extra services, equipment fuel etc.)
- Manage base safety program in collaboration with base safety rep, correcting hazards and deficiencies, performing self-audits.
- Other duties as required

### **Qualifications**

- Minimum 3 years aviation experience
- Minimum 3 -5 years manager experience
- Strong organizational skills
- Excellent communication skills, verbal and written
- Must be able to hold a valid RAIC for airside access
- Proficient on Excel and Word
- Must have on call availability

# EXECUTIVE AVIATION

Executive Aviation is an independently owned premier Fixed Base Operation (FBO) providing FBO, Ground and Maintenance Services at 7 airports across Ontario.

Executive Aviation is an established provider of FBO and Commercial Ground Services with a legacy of consistent commitment to excellence. Our rigorously trained and dedicated line service team, together with management, has a common mission: to provide total support to our private aviators, executive travellers, crew and commercial airline partners alike with the highest standard of safety, security and customer service.

All interested candidates should apply to Marcie Pridding [mpridding@executiveaviation.ca](mailto:mpridding@executiveaviation.ca)