

HEAD OF CABIN (F/M/X)

VIENNA BASED



Looking for a job that will take your career to new heights in the aviation industry? Look no further! Avcon Jet, a dynamic international business aviation company, is currently seeking ambitious individuals who are ready to take their career in aviation to the next level.

At Avcon Jet, we firmly believe that our people are the driving force behind our success. It's their passion and dedication that enables us to deliver outstanding service to our clients. That's why we're actively seeking like minded individuals who share the same aviation dream.

HOW TO APPLY?

If you consider these requirements as your challenge and would like to impress us with your personality, send your application documents to recruitment@avconjet.com.

Important: We ask you to explicitly mention the job title in the subject of your application: **Head of Cabin**



YOUR PROFILE

- **Experience:** Minimum 5 years of experience as a flight attendant), including 2 years in corporate aviation and minimum 2 years in a senior or leadership role.
- **Leadership Skills:** Proven ability to lead and inspire a team, with excellent communication and problem-solving skills.
- **Customer Service Oriented:** Strong focus on providing exceptional customer service in a high-pressure, high-confidentiality environment.
- **Aviation Safety Knowledge:** In-depth knowledge of aviation safety regulations and procedures.
- **Languages:** Fluent in English; additional languages are an advantage.
- **Flexibility:** Willingness to travel and adapt to changing schedules and locations (office/airports/training centre).
- **Professionalism:** A high level of personal grooming, presentation, and conduct is essential.
- **Administration:** Hands on mentality and efficient in using office/excel, organizing yourself and your team is a matter of course for you.
- Having experience in cabin crew training and/or administration is a plus.
- You hold a **driving licence** and have an **unlimited permit to live and work in Austria**, place of work is Vienna.



YOUR TASKS

- **Leadership:** Oversee and manage the cabin crew across all Avcon Jet operations globally. A major part will be setting up/managing your pool of CFA/ISP worldwide for permanent positions as well as freelance assignments.
- **Service Excellence:** Ensure the highest standards of in-flight service and passenger care, from phasing in/setting up an aircraft to daily operations.
- **Safety Compliance:** Ensure compliance with all aviation safety standards and procedures, and manage cabin safety training programs.
- **Training & Development:** Develop and implement training programs to maintain and improve the skills of the cabin crew.
- **Scheduling & Crew Management:** Oversee cabin crew scheduling and ensure optimal staffing levels for all flights.
- **Client Interaction:** Act as the primary point of contact for cabin crew issues and client feedback related to in-flight service.
- **Collaboration:** Report to the Nominated Person Flight Operations of the group's AOCs, and work closely with other departments, such as Key Account Management and Customer Care, to ensure seamless service delivery.
- **Flying days:** You may also be required to fly 4 to 5 times per months.



WE OFFER YOU

- After a very short time of introduction and training, you will assume full responsibility for coordinating the cabin crew on over 100 individually owned aircraft, within a dynamic and international working environment.
- The statutory minimum monthly salary for a full-time position is EUR € 3.800 gross per month.
- Additionally, we offer the Vienna job ticket for public transportation, and we support a job bike program.