

## Crew Planner (Roster)

**Jetstar Pacific**

<b>Dept.:</b> <b>Location:</b>	Operation Control Center 03 <sup>rd</sup> Floor building, Tân Sơn Nhất Airport, Hồ Chí Minh city, Viet Nam
<b>Reports to:</b>	★ Manager Crew Planning.
<b>Main role:</b>	★ Ensure all pilots and flight attendants are crewed on a daily, monthly basis in compliance with the requirements of the Company Operations Manuals, applicable CAAV legislation and the relevant industrial awards.
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>★ Ensures all functions of the crewing planning area are performed to a high standard and in compliance with the requirements of the Company Operations Manual.</li><li>★ Ensure flight crew and cabin crew are rostered in the most efficient manner to minimise costs whilst maintaining compliance and adhering to CAAV legislation.</li><li>★ Liaise with Flight Operations/Cabin Services Management to ensure accurate crew information is prevalent to allow efficient and compliant rosters to be built.</li><li>★ Coordinate and administer in accordance with relevant industrial awards-crew base transfers (full time/temporary), part-time crew and annual leave.</li><li>★ Liaise with the scheduling department to ensure the integrity of the Airline schedule.</li></ul>
<b>Working Relationships:</b>	★ Manager Crew Planning, Flight Operations Team.
<b>Personal specifications:</b>	<ul style="list-style-type: none"><li>★ Highly motivated, driven by goals, strong team participant, customer focussed.</li><li>★ Ability to work in shift and work without supervision.</li><li>★ Strong computer skills.</li><li>★ Excellent verbal and written communication skills.</li><li>★ Ability to work quickly and efficiently under pressure.</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>★ University degree.</li><li>★ English: Good verbal and written communication skill (Vietnamese / English)</li></ul>

Applications should be sent to [recruitment@jetstarpacific.com.vn](mailto:recruitment@jetstarpacific.com.vn) including:

- Cover letter (in English).
- Curriculum Vitae (in English).
- Copy of ID card/Passport and other related Degrees/Certificates