

# Operations Support Administrator

Job ID  
REQ-10043062  
Mar 14, 2025  
Switzerland

## Summary

Location: Basel, Switzerland

About the role:

The purpose of the Operations Support Administrator role is to assist the Operations Support Supervisor in managing the relationship between the Flight Department and the external service provider by effectively supporting all related flight planning functions. This position will help to facilitate the information exchange between the flight crew, the external vendor, the booking agents, and all departments within JAPAT.

## About the Role

### Key Responsibilities:

- Assist the Supervisor in overseeing the Vendor in flight preparation, planning, and in-flight monitoring to ensure safety, efficiency and compliance.
- Support in mediating as a link between the flight crew, all internal departments, the external service providers, and all booking agents.
- Aid in coordinating with company booking agents to ensure the proper processing of all flight requests via the designated booking tool.
- Ensure smooth communication and coordination with all departments under the direction of the Supervisor.
- Support the Supervisor in coordinating Audits with the external service provider in collaboration with the Compliance Manager.
- Facilitate the administrative duties, including invoice management in accordance with the Procurement to Pay(P2P) process to ensure smooth financial operations.
- Support the supervisor in the management of the annual budget process by helping in controlling costs on a monthly basis, promoting optimal resource utilization.

### Essential Requirements:

- Experience in the aviation industry, preferably in operations planning and ground operations.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication capabilities.
- Good team-working skills, with a desire to grow in a supportive role.

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Division

Corporate

Business Unit

Corporate

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C071 (FCRS = CH071) Japat AG

Alternative Location 1

Basel (Land), Switzerland

Alternative Location 2

Geneva, Switzerland

Alternative Location 3

Zurich, Switzerland

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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