Manager, Cadet Pilot Programme

Responsibilities:

- Manage the Flight Training & Engineering department enrolment admission process, including developing and executing recruitment strategies, screening applications, conducting interviews, and making admission decisions
- Coordinate and roster training activities, including managing classroom assignments, ensuring the availability of necessary facilities and resources, and communicating with instructors and other stakeholders, to optimize the engagement of teaching materials and examination schedules
- Process and maintain admission records, including gathering and loading data into the admission management system, verifying the accuracy of the information, and ensuring compliance with data protection regulations throughout the process
- Collaborate with other departments, and external agencies if required, to ensure the smooth operation of admission administration processes
- Develop and maintain efficient working relationships with stakeholders, including students, instructors, and external business partners
- Perform any other related duties as assigned by the department

Requirements:

- Diploma in any discipline or equivalent experience in the aviation industry
- Minimum of 15 years of service as an airline flight crew, with at least 5 years of managerial or supervisory experience
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills, with the ability to build relationships with diverse stakeholders
- General skills in Microsoft Office
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong analytical and problem-solving skill
- Good command of spoken and written English and Chinese (Cantonese and Putonghua)