

Job Description

Department: Aviation Development

Position: Associate

Essential Duties and Responsibilities:

Assist to develop, oversee and drive financial/statistical activities relevant to the department's work scope which includes the following:

- Performing financial and economic analysis and providing recommendations to the management for the issuance and renewal of Licenses & Permits to industry players.
- Maintaining an Excel database on financial and operational metrics, as well as calculating key ratios to gauge industry performance.
- Managing timelines and expiry periods and maintaining regular communication with industry players.
- Conducting research and studies on the aviation industry across all subsectors (such as airlines, non-scheduled aircraft operators, ground handling and airport operators).

Education/ Work Experience Requirements:

- Possess Bachelor's degree in Accounting/ Finance or other professional qualifications.
- Minimum 1-2 years of working experience in investment, finance or accounting is preferred.
- Proficient in (MS Office – Word, Excel, PowerPoint and Outlook).
- Ability in Financial Analysis.
- Experience from the Aviation Industry or related industry will be an added advantage.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Practical problem-solving skills.
- Resourceful, proactive and a good team player.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Fresh graduates are welcome to apply.