

# HEAD OF CABIN (F/M/X)

## 25H/WEEK, VIENNA OFFICE



AvconJet is a dynamic and growing aviation company specializing in global aircraft management and charter operations. With an impressive fleet and worldwide presence, we offer personalized service to clients and maintain a strong commitment to safety, quality, and professionalism.

As the **Head of Cabin**, you will lead and manage the team of flight attendants for AvconJet's fleet. You will ensure the highest standards of customer service, safety, and crew performance, while also acting as a liaison between cabin crew members and management. This role is crucial to maintaining the premium in-flight experience AvconJet clients expect.

### 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.at](mailto:recruitment@avconjet.at). 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 (ISP), including 2 years corporate (Cabin) and at least 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, German A2 will help in your everyday life in Austria.
- **Flexibility:** Willingness to travel and adapt to changing schedules -24/7 and locations (office/airport/training centre).
- **Professionalism:** A high level of personal grooming, presentation, and conduct is essential
- **Administration:** Hands on mentality and efficiently in using office/excel, organizing yourself and your team is a matter of course for you
- Having experience in an airline, and/or giving **training** is a plus
- You hold a **driving licence** and have **unlimited permit to live and work in Austria**, place of work is Vienna |



### YOUR TASKS

- **Leadership:** Oversee and manage the cabin crew across all AvconJet operations globally. A major part will be setting up/managing your pool of CFA/ISP worldwide for your recruitments – permanent roles and free lance
- **Service Excellence:** Ensure the highest standards of in-flight service and passenger care, from phasing in/ setting up an aircraft to every leg.
- **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:** Work closely with other departments, such as Flight Operations, Key Account Management, Customer Care, to ensure seamless service delivery.



### WE OFFER YOU

- After a very short time of introduction and training, you have taken over full responsibility in a dynamic and international working environment
- The statutory minimum monthly salary for a full-time position is EUR € 3.154,94 gross per month.
- Additionally, we offer the job ticket for public transportation, and we support a job bike program.