

Job Description

The Flight Operations Officer – Cabin Safety Training will be responsible for overseeing and maintaining training facilities to ensure a safe, clean, and functional environment that supports the delivery of effective training programs. Key duties include managing administrative tasks and coordinating necessary maintenance activities.

Key responsibilities will include:

- Assist Instructors in delivering competency-based training at designated training facilities. Ensure the upkeep, repair, and continuous improvement of all training areas, including classrooms, equipment, slide trainer, fire mockup trainer, aircraft trainer, pool/raft trainer, and common areas. Conduct regular inspections to promptly identify and address safety hazards and facility maintenance issues.
- Collaborate with internal/external vendors and contractors to ensure timely completion of facility-related projects and Manage inventory of facility supplies, including training materials, stationery, and equipment and place orders when necessary.
- Ensure to Set up training rooms and equipment according to specifications and ensure they are prepared before training sessions. Also assist trainers and participants in resolving any facility-related issues during training sessions. Maintain training equipment, troubleshoot technical problems, and coordinate repairs or replacements as needed and Keep track of training schedules, room reservations, and proper allocation of resources for each session.
- Ensure compliance with safety regulations and protocols, conduct regular safety inspections and address any identified issues. Maintain emergency response procedures and conduct drills to ensure preparedness and also Keep up-to-date records of safety inspections, maintenance activities, and compliance documentation.

Job Information

Division Name  
Flight Operations

Date Opened  
07/10/2025

Application Closing Date  
17/10/2025

Job Type  
Full time

Industry  
Airline - Aviation

City  
Katunayake

Province  
Western

Country  
Sri Lanka

Postal Code  
11450

- Prepare and maintain documentation related to facility maintenance, training schedules, and office administration including filing of training documents. Generate reports on facility usage, equipment maintenance, and office supply inventory as required and also Analyze data and provide recommendations for process improvements, cost savings, and efficiency enhancements.

## **Requirements**

- 6 passes at GCE O/L with 4 Credits in one sitting and a credit for English, with 2 years of experience as a Certified Pool Lifeguard and the ability to swim 200 meters in under 6 minutes.

**OR**

- 6 passes at GCE O/L in one sitting and a credit for English, a full or part professional qualification with 2 year's work experience as a certified Pool Lifeguard and the ability to swim 200 meters in under 6 minutes.

(Trainee and internship experience will not be considered as work experience)

**Note - Knowledge of First Aid & CPR Certification will be an added advantage.**

Age to be not more than 35 years as at 17th October 2025 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.