



**Overseas Employment Services (OES)**  
A Project of Fauji Foundation

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**URGENTLY REQUIRED**

**Job Title:** Helicopter Landing Officer (HLO)

**Requirements** (Knowledge Skills & Experience):

- Minimum Experience: 4 years
- Secondary School Certificate
- English Language
- Computer Skills
- HLO Training Certificate related to the aviation service

**Salary** Range: AED 8,000 to AED 11,000 (All inclusive)

**Location:** Abu Dhabi

**Food & Accommodation:** Provided by the company

**Responsibilities**

Administers the safe embarkation and disembarkation of passengers, loading/offloading of cargo and in charge of all related activities/assets around helideck from the time of helicopter landing until take off.

- a) Coordinates with logistics supervisor the priority of freight's shipment
- b) Coordinates with the duty coordinator to allocate the freights in the appropriate aircraft. Also prepare the passengers manifest
- c) Takes permission from an authorized representative on board prior to accepting restricted freight
- d) Declares dangerous or hazardous goods to the coordinator before loading to the aircraft
- e) Logs incoming and outgoing freight as necessary
- f) Ensures all loads are secured and the loads that do not meet the requirement are rejected
- g) Applied all relevant safety precautions and procedure, take measure to protect against static electricity/fire, reports and malfunction in the firefighting equipment at helideck and follows applied emergency procures and actions

**Communications & Organizational Relationships:**

- Daily contact with Logistics Supervisor
- Daily contracts with Engineer
- Daily contacts with mechanical/service man for fuelling

- Procedural contacts with pilots of every landed helicopter