



## **STARLITE AVIATION GROUP**

### **STARLITE AVIATION VACANCY**

#### **Legal Advisory and Project Officer**

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Starlite Aviation Operations (PTY) Ltd (SAO) is one of the largest helicopter companies in South Africa with a fixed wing element to add, as well as a comprehensive range of operational capabilities which exceeds most other helicopter companies, whilst operating worldwide.

SAO are recruiting for the above position to support the Company's South African and African AOC's.

The Legal Advisory and Project Officer will assist with the development, management and control of a comprehensive project management tracking system and bid proposals which includes all documentation, files and reports which support the on time and in scope completion of these projects and bids.

**Reporting to:** Director of Operations

**Location:** Based out of Durban, South Africa.

**Responsibilities:**

1. Responsible for ensuring compliance with company regulatory requirements;
2. Tender proposal drafting, compilation and submissions. Maintain tender proposal database and monitor tender tracking sites;
3. Developing and maintaining documentation, files and reports which support operations;
4. assisting in International operational requirements;
5. Drafting opinions;
6. Performing research and presenting in a report format;
7. Preparing documentation relating to change of name applications and business name registrations, re-registrations and all areas of post incorporation compliance including shareholding;
8. Analysis, monitoring and evaluation on projects;
9. Providing support to internal colleagues on company secretarial related matters;
10. Liaising with internal and external lawyers, accountants, and regulatory bodies.

**Committed. Experienced. Passionate.**

Director: S C Thomas

Starlite Group (Pty) Ltd 2005/019551/07 Hanger 123 Virginia Airport Durban North 4051

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**Critical requirements:**

1. Qualification in Law / Legal
2. Microsoft Office - Advanced
3. Project Management competencies and experience.
4. Excellent Literacy skills, with an extensive vocabulary and high attention to details.
5. Personal integrity which complies with confidentiality, security and traceability requirements.
6. Deadline driven and effective time management skills to manage a number of overlapping work streams.

**Desirable requirements:**

The above position will be filled in accordance to the Recruitment & Selection Policy to achieve the Group's Objectives & Goals.

We appreciate your interest in Starlite Aviation Group. All applicants should apply via the LinkedIn site or through the Starlite Aviation Group Company website. Should you not receive a response within 2 weeks, please consider your application unsuccessful.