

## **Terms of reference for the post of Space Control Assistant**

Monitor booking trend and act on cancellation of under load flights and plan additional flights where demand on specific flights arises.

- Monitor group bookings/fake bookings/double bookings and action accordingly.
- Insert flight schedules and additional flight as and when published/circulated
- Make changes pertaining to equipment change, rerouting or revised timings
- Remove flights as and when circulated
- Co-ordinate with the reservation & ticketing supervisor to ensure all BD's are printed prior to change/removal of flights.
- Ensure MFA/KB quotas are protected on all schedule flights based on equipment type.
- Monitor and action queues on day to day basis.
- GO show/NO show to be updated on day to day basis.
- Ensure load message for all flights (next day/after next) is circulated as per existing practice to the concerned person.
- Monitor booking trend and release seats based on demand minimum one month prior.

## **Required Competencies**

- Analytical Skills
- Interpersonal Skills
- Good Computer Skills