

Job Description

The Flight Training Center Executive (Business Development) is accountable to the SriLankan Flight Training Centre Manager, authorized and responsible to ensure the expansion of the customer base, driving growth, and promoting the training services offered by the SriLankan Flight Training Centre to potential clients, both locally and internationally, and consistently striving to achieve the highest levels of customer satisfaction.

Key responsibilities will include:

- Oversee the development and management of value-added support services, ensuring that the SriLankan Flight Training Centre facilities are well-maintained and conducive to positive customer experience, ultimately contributing to the Company's profitability.
- Assist the Senior Flight Training Centre Executive, to provide timely feedback to the management on SriLankan Flight Training Centre's performance and the development of new strategies, by compiling financial reports, analyzing operational data and generating utilization reports.
- Assist the SriLankan Flight Training Centre Manager to promote the services, programs, and courses offered by the SriLankan Flight Training Centre to prospective local and international clients and build and maintain strong relationships with existing and potential clients.
- Assist the SriLankan Flight Training Centre Manager in negotiating contracts, pricing, and terms to maximize revenue and ensure customer satisfaction through market rate analysis, while serving as the primary point of contact for clients by delivering exceptional customer service and addressing inquiries or concerns in a timely manner.
- Coordinate with departments such as operations, training, and marketing to ensure a seamless client experience from initial contact to post-training follow-up, while actively generating new leads through digital marketing, networking events, and industry partnerships. Represent the SriLankan Flight Training Centre at industry events, exhibitions, and conferences to enhance visibility and build strategic relationships.
- Monitor and record the duty time and rest time limitations of the students and instructors of the SriLankan Flight Training Centre.
- Conduct guided tours of the SriLankan Flight Training Centre for a variety of visitors, including prospective students, aviation enthusiasts, high-level corporate executives, influential business leaders as well as members of the local community. Showcase the SriLankan Flight Training Centre's facilities, explaining its purpose and educational benefits, and answering any questions to provide a comprehensive understanding of the ATO's objectives.
- Monitor all payments are made in time to contractual parties, including lessor(s), suppliers, vendors and any other service providers and ensure that all payments are received on time from third party customers.
- In coordination with the Flight Training Centre Manager, prepare comprehensive incident and accident reports with proper documentation and timely follow-up, while ensuring that all clients and personnel of the SriLankan Flight Training Centre are encouraged to raise safety concerns freely, with such concerns promptly escalated to the appropriate management levels for swift resolution and action.
- Facilitate safety risk assessments for the SriLankan Flight Training Centre's operations to identify potential hazards and implement mitigation strategies, while reporting safety performance, including statistics and trends, to management with data driven recommendations for improvement.
- Maintain accurate safety documentation, including training logs, safety meeting minutes, risk assessment records, management of change records, hazard/risk reports, incident/accident reports, and corrective action records.
- Manage day-to-day administrative tasks, such as visitor pass requests, including data entry, filing, faxing, and photocopying, ensuring all documents and records are accurately processed and stored. Support the efficient administration of SriLankan Flight Training Centre operations, including procurement, scheduling meetings, and coordinating training events or workshops. Organize and maintain the office space to ensure a well-structured, clean, and productive work environment.
- Undertake any additional responsibilities assigned by Management to support the achievement of the company's objectives, while actively contributing to departmental and divisional priorities and initiatives.

Requirements

- Bachelor's Degree (Business Management/Administration, Digital Marketing, Information Systems or relevant field) from a UGC recognized University with minimum 2 years' post qualifying work experience.

OR

- Full professional qualification with 2 years' experience in a relevant discipline.

Note: Trainee and internship experience will not be considered as work experience.

Age to be not more than 35 years as of 18th January 2026 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Grade

8.1

Division Name

Flight Operations

Date Opened

08/01/2026

Application Closing Date

18/01/2026

Job Type

Full time

Industry

Airline - Aviation

City

Katunayake

Province

Western

Country

Sri Lanka

Postal Code

11450