



GDHF Role / Position Description Document

Operations Associate

GD Helicopter Finance (GDHF) Overview

- GD Helicopter Finance (GDHF) is a helicopter leasing and finance company based in Ireland, with 100% private ownership
- GDHF Vision is to be the world's best helicopter finance company
- GDHF is rapidly building a large portfolio of newest technology, efficient, cost-effective, mission critical helicopters, and leasing to customers globally
- GDHF goal is to build the best team and platform in the industry, setting a strong long-term culture of customer focus, trust, integrity, excellence, speed and flexibility
- GDHF offers our customers near term factory new availability (via OEM order books) of 50 x Airbus H160 medium helicopters, 20 x Airbus H175 and 10 x Leonardo AW189 Super Medium helicopters, along with the capacity for GDHF to readily deploy additional capital to meet market requirements for Helicopter financing

GDHF Culture

- Customer focus: Work backwards from the customer experience. Customer focus, trust, integrity, excellence, speed and flexibility
- Integrity: We always act fairly, logically and with moral courage. We think, speak and act with integrity and respect
- Commitment to excellence: Hard work & high standards always. Respectful challenge is mandatory to drive continuous improvement and deliver long term high value innovative solutions
- Positivity: Solutions orientated. Zero tolerance for gossip or negativity
- Kindness & Flexibility: Act and talk with empathy. We look after our GDHF people, and they work positively and hard for our customers.

Role / Position

- **Operations Associate**
- Operations Associate will report directly to Operations Manager.
- Location: Global & flexible, time zone UTC +/- 4 hours. Location and airport access must be suitable to facilitate international travel.



Role Summary/Purpose

GDHF's Operations Function:

- Is a cross-cutting function that interfaces with all parts of GDHF.
- Is an enabling function; it exists to help other functions execute and serve customers.
- Develops, leads and executes best practice operational strategies, business processes, plans and procedures, in line with overall GDHF strategy.
- Delivers an operating rhythm and disciplined processes that delivers fast, consistent, error-free execution.
- Builds deep, high-trust relationships with relevant internal and external stakeholders in line with overall GDHF strategy.
- Provides operational advice, inputs and support for wider GDHF team.
- Executes multiple other tasks & functions as directed by GDHF CEO.

GDHF's Operations Associate:

- Is responsible for assisting the delivery of Operations Function.
- This includes, but is not limited to:

Operations Function Workstream	Comments
Asset Management	Assisting the Operations Manager in: Tracking of all assets (manufacture, return to service, in delivery, on lease) Tracking of all assets in transit Registration of aircraft on International Registry and/or national registry Management of insurance and re-insurance of GDHF aircraft.
Digital & IT	Assisting the Operations Manager in: Digital and IT Strategy M365 Global Administrator SharePoint Design and Administration Customer Relationship Management (CRM) Software Global Administrator (Salesforce) Cyber Security Website Administrator LinkedIn Administrator
Corporate Structure	Assisting the Operations Manager in: Establishment of corporate entities in multiple international jurisdictions
EA Support to Chairman and CEO	As required
Team Events	Planning and Logistics: Business strategy events Conferences



Media & Communications	Assisting the Operations Manager in: Management of GDHF branding Coordination of Press Releases and Media Engagement
Anti-Money Laundering Compliance	Assisting the Operations Manager in: Delivery of GDHF's Money Laundering Reporting Officer role Statutory 'Know Your Customer' checks

Position Qualifications / Requirements

- Highest level of character, integrity and leadership, intrinsic motivation and independent mature thought and personality.
- High level of digital literacy; familiar with a suite of Microsoft productivity tools and the ability to rapidly become familiar with new digital tools.
- Significant experience in Operations roles; Ideally with aviation or large organization background & experience.
- Excellent operational, financial and business acumen with a strong focus on the customer, rapid solutions, execution and achieving excellent outcomes.
- Experience operating as part of globally dispersed, digitally-enabled organisation.
- High level of credibility and competency interfacing with internal and external stakeholders, customers and suppliers.
- Strong communication, influencing, facilitative and execution skills.
- Demonstrated success at managing complex operations and projects to meet or exceed challenging budget and time constraints. Able to handle multiple competing priorities and work in a high-pressure, multiple time-zone, multiple cultures, global business environment.
- Proven ability to develop and train operational teams to achieve max potential.
- Excellent written, verbal, public speaking and interpersonal communication skills.
- Willingness and capability to travel regularly and extensively at short notice, as required to meet global commitments.

Enquiries, Applications and CV

- Please direct all correspondence s, enquiries, applications and CVs for this role via email only to **Alistair Claxton**, GDHF Operations Manager at [**aclaxton@gdhf-lease.com**](mailto:aclaxton@gdhf-lease.com)