



# STAVERTON FLYING SCHOOL

@ *Skypark*

## **JOB VACANCY – Part-time Office and Client Coordinator**

Staverton Flying School, is looking to recruit part-time Office and Client Coordinator. They will be the first port of call for our students and clients, to ensure the smooth running of the day-to-day operations.

### **Responsibilities and Duties**

- Represent the company positively and provide great customer service.
- Organizing the day-to-day operations, such as managing bookings, taking payments and maintaining accurate records of flying hours.
- Responding to student and customer queries, both via telephone and email.
- Assisting in all aspects of operations – even the basics such as keeping the office tidy.

### **Qualifications and Skills**

- Great verbal and written communication skills
- Knowledge and experience of using Microsoft Office
- Excellent organization skills with an eye for detail
- Preferable but not essential – an interest in aviation

Part-time, permanent: We are looking for someone to work with us 2 days per week 9.00am – 5.00pm. (Friday and Saturday)

If this sounds like a role for you, please send your CV to Kathryn Williams – [info@stavertonflyingschool.co.uk](mailto:info@stavertonflyingschool.co.uk).