



COMMERCIAL EXECUTIVE – GLOUCESTERSHIRE AIRPORT

Weston Aviation is looking to recruit a Commercial Executive to join our Head Office team at Gloucestershire Airport. This is a unique, newly created role to provide support to both the Flight Operations and Charter Sales teams.

The role requires a hands on approach working outside in a busy airport environment, along with assisting with the development of the Company's Charter Sales activity.

The ideal candidate may be a recent graduate in an aviation related degree or someone with some initial aviation, logistics or travel experience, and looking to develop a career in business aviation.

Full training will be given.

Main roles and responsibilities include but are not limited to:

- Providing Flight Operations support in an airside and office environment
- Coordinating services for visiting aircraft, passengers and crew (fuel, catering, ground transport, etc)
- Marshalling, chocking and towing aircraft
- Managing charter sales from enquiry to conversion, including after sales support
- Sourcing charter flight quotations and sending out quotations
- Providing charter sales support for existing clients
- Generating a portfolio of new clients by researching internal and external databases, networking and performing sales visits
- Developing and maintaining long term relationships with new and existing clients to ensure repeat business

Individual Requirements

- A passion to deliver exceptional levels of Customer Services
- Previous experience within an aviation environment is preferred but not essential
- Excellent IT, organisational and communication skills, both written and verbal
- Strong and confident negotiation skills
- Ability to work under pressure and have excellent attention to detail
- Strong, friendly team player with a good sense of humour

Hours: Monday to Friday 0900 – 1730. You will also be required to cover weekend Operations and Charter Sales cover on a rotation basis with the team.

You will be provided with a company phone which you are expected to provide out of hours coverage also on a rotation basis with the team.

You will also be required to wear a company uniform which will be provided.

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You will require a full UK driving licence and be able to provide a Basic Criminal Check (DBS) and a five year back ground check.

To apply, please send your CV and a completed application form* to Becky Carver at recruitment@westonaviation.com

Please note: Applications submitted without an application form will **NOT** be accepted. (These can be found on our Careers page. If you have any issue downloading the form, please contact us).

Due to the volume of applications received, only candidates selected for interview will be contacted. If you do not hear from us by this date, then unfortunately your application has been unsuccessful, but we thank you for your application and interest.

All applicants will be dealt with in the strictest confidence.