

## Introduction

Air Atlanta Aviaservices Ltd is a Maintenance, Repair and Overhaul facility situated in Crawley, West Sussex, adjacent to LGW. We specialise in the repair and overhaul of wheels, safety equipment, galley equipment and ELT's.

## Job Specification

Job title – Sales Executive

Location - Unit 2, Meadowbrook, Industrial Estate, Maxwell Way, Crawley, West Sussex, RH10 9SA.

Salary – Negotiable

## Purpose

To assist in the day to day running of the sales department, responding to RFQ's and hitting monthly sales targets.

The candidate must be able to work as part of a team to deliver excellent customer service. Numerate, accurate with the ability to meet deadlines and good problem solving ability. Must be self-motivated and flexible with the ability to work in a busy environment.

## Sales Executive main duties will include:

- Quoting customers
- Checking market pricing
- Negotiating with customers
- Processing customers' orders
- Following up new sales leads
- Monitoring customer accounts
- Answering phone calls
- Deliver high quality customer service and performance
- Update IT systems with all required information
- Understand component conditions and certifications.

## Qualifications & Attributes

- Proactive and able to complete repetitive tasks.
- Efficient in the use of Microsoft Outlook, Excel and Word.
- Excellent communication skills both written and verbal.
- Must have A level qualifications or equivalent.
- Previous experience with Quantum would be beneficial but not essential
- Previous sales experience within the Aviation industry would be beneficial.

Please contact William Bond [william.bond@aviaservices.com](mailto:william.bond@aviaservices.com) to apply.