

POSITION:	Commercial Tender Manager		
DEPARTMENT:	Business Development – Sales	LOCATION:	Miami, FL USA

Company Description:

Associated Energy Group, LLC (AEG Fuels) is a global aviation fuels and services supply chain management company. The company's core business is the marketing and financing of fuel supply and logistics solutions for the world's largest airlines, militaries, and business jet operators.

AEG Fuels serves its clients through a network of longstanding relationships with subcontracted parties around the world. Customers are afforded the benefits of negotiated fuel and throughput pricing based on AEG Fuel's aggregate volume within a network of over 2,700 airports as well as the company's specialized expertise in delivering products safely and on-time.

AEG Fuels is dedicated to providing comprehensive support and unparalleled 24/7 service around the world. 17 different nationalities are represented on AEG's team and with offices in Miami, Houston, Tahoe, London, Dubai, and Singapore the company combines a global presence with a local touch.

AEG Core Values:

- Excellence & Teamwork
- Entrepreneurship & Innovation
- Respect & Trust
- Always Do What's Right

Position Description:

AEG participates in a wide-variety of airline procurements and bids. The Commercial Tender Manager position will be tasked with coordinating the AEG Sales and AEG Supply teams in developing responses to these procurements and opportunities in order to assist AEG in growing its portfolio of business.

The position will be responsible for maintaining a calendar of bids, organizing submissions of upcoming tenders, and collecting feedback from various AEG clients in order to guide the AEG Sales Team in negotiations. The position will assist with all written requirements and manage the process of performing bid evaluations. Upon award, the position will facilitate the execution of the contract by working with AEG's Operations Team.

Individuals working in this position will ultimately evaluate bid opportunities and work to align individual sales goals with company strategy. The position requires an attention to detail, mental dexterity, and the ability to synthesize the input from numerous stakeholders. The Commercial Tender Manager will report to company Sales and Supply Directors.

Required Skills and Experience:

- 4 Year Bachelor's degree
- Ability to read, write, speak and understand English.
- Advanced to expert Microsoft Excel experience which includes building spreadsheets, pivot tables and working with formulas.
- Ability to professionally interact with others at all levels across the organization.
- Strong communication skills and ability to engage a variety of people and understand their needs (finance, sales, supply chain, marketing, operations)
- Ability to review, analyze, and evaluate business systems and user needs.
- Identify potential problems, present alternatives and propose solutions.
- Able to work under pressure and meet deadlines.
- Ability to prioritize and multi-task in a fast paced, changing environment and be detail oriented.
- An ability to understand and execute corporate sales strategies.

Recommended Experience:

- Degree in Business, Management, Engineering, Aerospace, or a related field.
- A background in aviation and/or petroleum distribution
- Comfort translating data sets to non-technical colleagues.
- An understanding of typical business metrics and financial reporting.
- Past experience or coursework in data analysis.