

Position Title: Fuel Coordinator

Location/Type: Crawley, West Sussex, United Kingdom – Full Time

Duties and Responsibilities:

- Support sales, supply, tender and account management teams in their daily activities
- Use company computer systems to deliver exceptional customer service
- Prepare customer and supplier contracts within company policy and maintain records
- Liaise with various company departments on matters including, but not limited to, finance, credit control and dispatch
- Provide general office administration support
- Perform other duties as assigned

Required Abilities, Qualifications and Qualities:

- Customer service mindset
- Strong verbal and written communication skills
- Proactive, highly organized, self-starter with a sense of urgency and “can do” attitude
- Attention to detail, ability to perform detailed follow-through
- Intermediate Microsoft Office applications user
- Ability to travel, if needed

Preferred Abilities and Qualifications:

- Aviation experience
- Aviation fuel/flight operations knowledge
- Multilingual
- Advanced Microsoft Excel user

Please contact hr@aegfuels.com with attached resume in Word or PDF format. If you wish to enclose a cover letter, please include it in the body of your email.