

POSITION: Expediting Coordinator

TYPE: Full time

DEPARTMENT: EMEA Expediting

LOCATION: Crawley, West Sussex, UK

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 corporate 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 3,000 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:

- Ensure supplier invoices for flight support trips and fuel orders are received in a timely manner
- Manage and update daily expediting reporting
- Track the status of supplier invoices
- Communicate with suppliers in a professional manner and respond to supplier enquiries
- Provide daily report and supplier invoices to the expediting and billing team
- Use company computer systems to deliver exceptional customer service
- Liaise with other departments relating, but not limited to, finance and credit control
- Provide general office administration support
- Perform other duties as assigned

Required Skills and Experience:

- Customer service experience
- Attention to detail, ability to perform detailed follow-through
- Strong verbal and written communication skills
- High degree of accuracy is essential
- Proactive, highly organized, self-starter with a sense of urgency and “can do” attitude
- Intermediate Microsoft Office applications user

Recommended Experience:

- Aviation fuel/flight operations knowledge
- Proficiency in other languages
- Intermediate Microsoft Excel user

Please contact sgunpath@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.