

POSITION: Sales & Operations Manager

DEPARTMENT: Operations

LOCATION: 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 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. 30 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

Key Duties and Responsibilities

- To coordinate and facilitate fueling aspects of a corporate, commercial, government and military flights. This mainly involves: Fuel pricing/quotation, checking fuel availability / NOTAMS or any restrictions/ Flight Following / Fuel Arrangements/ Fuel confirmations / etc.
- Processing all fuel related inquiries in a timely manner.
- Liaise with suppliers and agents where applicable.
- Maintain continuous client communications and keeping the client notified in case of any issues.
- Maintain a professional demeanor in stressful situations and negotiations.
- Ensure that all communications are in compliance with AEG Policies and procedures.
- Manage day-to-day administration function.

Required Skills and Experience

- Strong customer services skills and experience of delivering high levels of customer service is essential.
- Ability to handle and resolve problems.
- Ability to establish priorities, work and proceed with objectives independently and in a team environment.
- Skills to use a computer and associated software packages.
- Flexibility to handle shift work.
- Motivated, self-starter
- Ability to work well with team members inside and outside their department
- Strong proficiency in Microsoft Excel, Word, Outlook
- High level of understanding in basic mathematical computation and principles
- Proficient knowledge in currency and unit of measure conversions
- Must have attention to detail
- Flexibility to handle shift work.

Recommended Experience

- Aviation Fuel / Flight Operations knowledge
- FAA Certified Dispatcher preferred, but not required
- Multilingual a plus

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.