

POSITION:	Marketing / Business Development Coordinator	
DEPARTMENT:	Marketing	LOCATION: Miami, FL

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 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:

The Marketing / Business Development Coordinator will be responsible for providing day-to-day marketing, business development and administrative support for the Director of Marketing, Director of FBO Sales, and General Aviation FBO and bulk fuel customers. This role will assist in developing a marketing and business development plan fulfillment to include targeted communications, creating special events & managing calendar of events, partner with Directors on marketing initiatives, handle distribution of branding and promotional items, support vendor partners on print marketing development, and data mining /research coordination and liaison.

Responsibilities:

- Serve as communication liaison between AEG sales team, internal AEG departments and targeted customers
- Assist in creating special traffic events, providing data mining and managing calendar of events
- Support overall Digital Marketing initiative including press release writing, social media messaging, website updates / enhancements, and eblast customer messaging
- Manage promotional item inventory, ordering, distribution, and budget
- Support AEG Brand Promotion initiatives
- Develop collateral print marketing material in coordination with external vendor partners and distribute to

customers

- Design / implement / track AEG Rewards promotions at customer FBO locations
- Support annual tradeshow / industry event planning & execution

Required Skills and Experience:

- Bachelor's Degree in Business, Marketing or related required
- Minimum 2 years' Marketing experience, with a preference for Energy or Aviation sectors
- Excellent written and verbal communication skills
- Experience coordinating complex projects from conception to completion
- Strong decision making, prioritization, and organizational skills are required
- Experience with event planning and onsite marketing activation is strongly preferred
- High Proficiency in Microsoft Office Suite
- 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.