

POSITION:

Sales Support
Executive

DEPARTMENT:

Sales

LOCATION:

Singapore, Singapore

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:

AEG Fuels is seeking a highly organized, detail-oriented individual to support our Asia Pacific Sales, Supply, and Account Management Team and provide exceptional service to our customers.

Key Responsibilities:

Support sales, supply, tender, and account management teams in their daily activities

Review pending orders and specific customers' requests to ensure excellent customer service and customer experience

Prepare customer and supplier contracts within company policy and maintain records

Provide troubleshooting assistance for customer orders, account statuses and relevant problems

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, Skills and Qualifications:

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

Recommended Experience:

Aviation experience

Aviation fuel/flight operations knowledge

Multilingual

Advanced Microsoft Excel user

Please contact jmotsinger@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.