

POSITION: Vendor Relations Specialist

TYPE: Full-time

DEPARTMENT: Flight Support Services

LOCATION: Dubai

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:

- Responsible for managing and establishing new relations with ground handling and ancillary service suppliers in support of the flight support segment.
- Build and maintain strong and long-lasting vendor relationships with C-level executives.
- Update and manage data within internal databases.
- Gather, collate and interpret Airport and vendor data.
- Work very closely with the operations team to ensure every flight is executed flawlessly. When requested assist to ensure trip cost estimates are provided in a timely manner.
- Works closely with all international trip planning offices to ensure third party suppliers or agents meet the expectations and service levels put forth in the service requirements manual.
- Investigate service issues and report out on resolutions.
- Liaise closely across various departments – operations, sales, legal, finance, and compliance teams.
- Industry event attendance may be required.
- Work with all levels of management to assist in new sales activity.
- Perform other duties as assigned.

Required Skills and Experience:

- Aviation Experience essential.
- Attention to detail, ability to perform detailed follow-through and ability to view the bigger picture.
- Fluent in written and oral English. Other languages are a distinct advantage.
- Expert communicator, internally, externally, written and oral.
- High proficiency in time management skills and ability to work deadlines.
- Proactive and tenacious in nature.
- Strong relationship building abilities.
- Ability to think creatively with excellent problem-solving skills.
- Willingness to change, seek improvement and offer improvement in processes.
- Contributes to the completion of organizational projects and goals.
- Team player who can also work independently.
- Ability to travel globally if required (5% of the role).
- Demonstrates operational, customer and vendor service mindsets.
- Results-oriented with strong analytical skills.
- Smart, proactive, self-starter with a sense of urgency and “can-do” attitude.

Recommended Skills and Experience:

- Bachelor’s degree an advantage
- Aviation related degree or equivalent
- Other languages
- Global Business, Military and Commercial Aviation experience, ideally from the viewpoint of operations/ground handling/ other third-party vendor in the Aviation sector considered.

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.