

Position title	Charter Broker- Commercial
Job Purpose	<ul style="list-style-type: none"> To work with existing and potential clients and handle enquiries from their conception to execution by offering tailored solutions suitable to client requirements within budgetary and operational restrictions whilst making suitable profit for the company.
Responsible to	Commercial and Leasing Director
Direct Reports	n/a
Key responsibilities	<p>1. Client relationship management</p> <ul style="list-style-type: none"> Liaise with clients to identify requirements and source suitable, competitive aircraft solutions Maintain and develop relationships with both key clients and new business leads to maximise business opportunities To work as part of a team and recommend new areas for development for the division.
	<p>2. Contract Management</p> <ul style="list-style-type: none"> Ensure all contracts are made according to company requirements, are accurate and legally compliant Liaise with clients and suppliers on issues relating to contracts to ensure these are addressed
	<p>3. Finance</p> <ul style="list-style-type: none"> Ensure invoices are raised correctly with accurate information and payments are paid by clients and to suppliers in an agreed time scale Carry out reconciliations for ACMI or charter flights and ensure these are closed and recharged accordingly Negotiate prices with suppliers to maximise profits on individual files or to assist for others' files
	<p>4. Marketing</p> <ul style="list-style-type: none"> Possibility of managing ACMI and Charter marketing in terms of compilation and distribution of airline information for internal and external use
	<p>5. Other</p> <ul style="list-style-type: none"> Keep up to date with industry changes, procedures and requirements relating to job role Participate in a rotating out of hours duty rota within the commercial team. Carry out any other duties appropriate to the role and within the competence of the role holder to include additional hours working when required. Be aware of and comply with the company policies.

Skills and experience	<p>Industry knowledge</p> <ul style="list-style-type: none"> ○ Previous experience within the aviation industry, preferably with operational and/or commercial passenger charter experience
	<p>Client management</p> <ul style="list-style-type: none"> ○ Ability to work closely with clients to establish requirements and identify appropriate solutions
	<p>Financial</p> <ul style="list-style-type: none"> ○ High level of analytical and numeracy skills and attention to detail in relation to calculations for contracting purposes
	<p>Communication skills</p> <ul style="list-style-type: none"> ○ Ability to communicate information and ideas through a range of media to various audiences ○ The ability to liaise with a wide range of people at all levels and across different cultures and to act with credibility, tact and diplomacy. ○ Verbal and written fluency in English. The ability to work in a second language would be a strong advantage. ○ Strong negotiation and sales skills with experience of relationship management
	<p>IT</p> <ul style="list-style-type: none"> ○ High degree of computer literacy and particularly an excellent knowledge of word processing and spreadsheets.
	<p>Planning and organisation</p> <ul style="list-style-type: none"> ○ Applies personal organisation strategies and processes to prioritise and effectively manage a large and diverse workload in a pressured environment. ○ Strong time management skills with an ability to plan ahead, anticipate requirements, problems and obstacles, and an ability to juggle competing priorities successfully, and to work to tight deadlines. ○ Ability to work on own initiative with minimum supervision ○ High level of administrative skills to aid personal organisation.
Shift work	<p>➤ The role shall be to work closely with the in-house ACMI team providing sub charter solutions to airlines. As part of this link to the job role, there will from time to time be a requirement to cover shifts during holiday. This shift work will involve working either day or night shifts from 0700-1900 and from 1900-0700. Experience of shift work would be a strong advantage to the successful candidate.</p>
Personal specification	<p>➤ Maintains a calm disposition and positive outlook particularly when working under pressure.</p> <p>➤ Flexibility to change working hours and patterns if necessary.</p> <p>➤ Trustworthy in all aspects of the role.</p> <p>➤ Self- motivated and able to work both individually and as part of a team with minimum supervision</p> <p>➤ Commitment to the aims and objectives of Chapman Freeborn.</p>

Job Description
Date: July 2009

	<ul style="list-style-type: none">➤ A full appreciation of the value of co-operation, both internationally and within a team environment.➤ Tenacious and willing to keep trying in challenging situations.➤ Adaptable and responds well to change.
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Please email your CV and a covering letter explaining why you are the right candidate for the position to hr@chapman-freeborn.com

Closing date for applications: 20th July 2009