JOB DESCRIPTION – Sales Executive

Reporting to: **Regional Account Manager**
Location: **Avtrade Global HQ, Sayers Common, West Sussex.**

Function:
To trade aircraft component inventory by means of exchange, loan and sale. Develop business relationships with customers in order to maximise revenue and profit while ensuring on time delivery and high service level.

Responsibilities:

- Trade inventory by means of exchange, loan & sale
- Broker sales by means of purchase or exchange
- Utilise web-based Aircraft parts databases
- Quote customers and follow up quote/sales opportunities
- Negotiate with customers and suppliers to maximise profit and minimise cost
- Implement credit checks as required, process customer orders, identifying delivery and any special requirements
- Understand customer culture and way of trading
- Develop Avtrade/Customer relationships and business opportunities with customers
- Deliver high quality customer service and response
- Understand component conditions, certification and airworthiness regulations
- Understand IPC's, alternative part numbers and aircraft effectivity
- Monitor customer return units and after sale process
- Ensure all customer responsibility costs are recharged
- Coordinate with internal Avtrade departments to ensure on time delivery to the customer
- Understand and adhere to Export Control regulations where relevant
- Maintain up to date market knowledge
- Adhere to Avtrade processes and procedures
- Undertake other reasonable duties as required

Requirements:

- Background in aviation or inventory trading preferred but not essential
- Sales and/or customer support experience with the ability to deliver high level of customer service
- Excellent communication skills at all levels, verbal and written
- Numerate, accurate with the ability to meet deadlines
- Good negotiation, organisational and time management skills

- Ability to prioritise and manage workloads
- Good problem solving ability with ability to use initiative and common sense
- Good computer literacy, familiar in the use of Microsoft Word, Excel and Outlook
- Experience of Quantum and web based Aircraft parts databases preferred but not essential
- Self-motivated and flexible with the ability to succeed in a busy team based environment
- Excellent command of the English language