

FBO Executive Handling Agent

Division: Aviation

Location: London Southend Airport

Shift pattern: Zero Hours

Salary: £8.38 per hour

What's the role?

At Stobart Executive Handling FBO our clients' experience is of utmost importance and we pride ourselves in service delivery. Applicants should be flexible and professional; delivering excellent customer service at every opportunity.

This role requires strong planning and organisational skills with the ability to manage numerous tasks at the same time and to effectively co-ordinate and communicate regularly with teams across the airport. Ideal candidates will be enthusiastic, pro active and confident to work under their own initiative. Good administration skills are desirable and computer literacy would be an advantage.

The role will be offered on a zero hours basis and is required to cover shifts for annual leave, sickness or assisting during particularly busy periods. Shifts can sometimes be offered at short notice, or planned well in advance if required to cover periods of annual leave for example. The role necessitates working as part of a team across days, late nights weekends and bank holidays

This arrangement could work particularly for those have various responsibilities to juggle and therefore cannot commit to a more structured requirement, or can offer availability over evenings or weekends, or ex-cabin crew who no longer wish to fly, but still want to work in aviation.

A full, UK driving licence is essential

What will I be responsible for?

- ✈ Checking Copperchase machine for flight plans, NOTAMS, Royal flights and Weather Warnings and advising necessary parties.
- ✈ Ensuring payments are taken for GA flights – landing fees, approaches, circuits etc.
- ✈ Taking payments for fuel when necessary.
- ✈ Advising UKBF of inbound flight details, typing out and submitting necessary GAR forms
- ✈ Booking private/ambulance/cargo flights.
- ✈ Communicating and arranging resources to support with flights.
- ✈ Taking enquires for possible flights.
- ✈ Meeting a greeting flights and being the first port of call for passengers and crew requirements
- ✈ Booking hotels, transport and catering for passengers and crew.
- ✈ Completing handling dockets for Executive and Cargo flight and ensuring correct charges are made.

- Housekeeping duties in the Executive Handling area.
- Producing daily/monthly/annual statistics for the CAA.
- Filing of daily strips and "dead" flight plans, warnings etc.
- General reception duties of example organising the airports post
- Accepting delivery of parcels and advising necessary parties and chasing collection.
- Ordering change and stationery for the department and daily reconciliation of till.

Qualifications and experience:

- Ability to successfully complete a colour vision test is essential
- Experience in aviation is desirable
- Proactive approach to all work requirements and a team centred ethos
- Good communication skills

How to Apply:

All applications should be made in writing to Human Resources at LSAHR@southendairport.com with an updated CV and a covering letter, or an application form

Note: For your application to be considered it is essential that you can provide a full 5-year checkable history and are able to obtain a clear criminal record check.

Please provide details of relevant skills, experience and qualifications to support your application.