



## ABOUT FLYUS GROUP

FlyUs Aviation Group is an independent, privately-owned GSSA. Our focus is our customers, staff, airlines and partners, for whom we constantly strive for industry innovation and advancement.

Our people are our strongest assets and we promote and enjoy a family culture around the globe.

Established partnerships with more than 34+ airlines across 30 countries allow us to pioneer collaborative projects and investment into digital solutions, a partnership approach for airline clients, analytics, information flow and the customer experience.

## APPLY NOW

Send CV & Covering Letter to:  
careers@flyus.aero



# WE ARE HIRING!!



## POSITION

Junior Internal Sales Executive



## LOCATION

Heathrow, United Kingdom



## DESCRIPTION

The Junior Internal Sales Executive is responsible for supporting the sales team in achieving revenue targets by managing customer relationships, responding to inquiries, and coordinating with other departments. This entry-level position focuses on providing excellent customer service, identifying potential sales opportunities, and maintaining accurate records of sales activities.



## RESPONSIBILITIES

### *Sales Support*

- Assist in generating and following up on leads to drive sales.
- Respond promptly to customer inquiries via phone, email, or other communication channels.
- Prepare and send quotations, proposals, and other sales-related documents.
- Collaborate with the sales team to ensure smooth execution of orders and customer satisfaction.

### *Customer Relationship Management*

- Build and maintain positive relationships with customers to encourage repeat business.
- Understand customer needs and suggest appropriate products or services.
- Handle customer complaints or escalate issues to the appropriate department for resolution.

### *Data Management & Reporting*

- Maintain accurate records of customer interactions, orders, and sales activities in the CRM system.
- Prepare regular reports on sales performance, customer feedback, and market trends.
- Assist in market research to identify new business opportunities or improve current processes.



## SKILLS & EXPERIENCE

- Entry-level position: prior experience or internships in sales or customer service is an advantage.
- Strong communication and interpersonal skills.
- Ability to multitask and prioritize in a fast-paced environment.
- Proficiency in MS Office Suite (Excel, Word, PowerPoint).
- Familiarity with CRM software is a plus.
- Goal-oriented mindset with a proactive approach to problem-solving.

## SALARY

Competitive salary based on experience

## HOURS

37.5 Hours Per Week Office-based role with occasional client meetings if required.

## CLOSING DATE

Tuesday 31<sup>st</sup> December 2024