



ADMINISTRATOR/OPERATIONS ASSISTANT

Perry Air - Shoreham by Sea

Our busy Flight School is looking for a confident administrator to assist our operations team with administration, office & ground duties. Meticulous attention to detail, the ability to learn quickly and think on your feet along with the ability to deal with multiple work streams running in parallel are a must for this busy, challenging, interesting and varied role working four days a week to include Saturdays

Role responsibilities include:

- Maintaining the bookings diary
- Dealing with telephone enquiries
- Managing and responding to emails
- Managing and issuing gift vouchers
- Greeting visitors & members
- Ground handling of aircraft
- Engine starting
- Assisting in boarding pilots & passengers

Skills required:

- Good communication and organisational skills both written & verbal
- Must be PC literate
- Must be able to multitask
- Ability to work both independently and as part of a team

If you wish to apply for this position please email your CV to ops@perryair.co.uk