



BUSINESS SUPPORT OFFICER

POST DETAILS

Salary Range: circa £26k per annum

Responsible to: Airport Senior Management

Closing Date: 30th October 2024

OVERVIEW

Brighton City Airport (Shoreham) has an immediate vacancy for a full time Business Support Officer. The role will be based at Brighton City Airport, Shoreham by Sea. The Airport, which features amongst the busiest general aviation airfields in the UK (in terms of runway movements), is operated by a small, dynamic and friendly team.

We are looking for a talented person who can work well both in a team and individually. Although the Airport is open daily throughout the year, the Support Officer role is required during the typical business hours Mon – Fri between 0900 and 1700. There might be occasional work needs outside of these times to cover special events.

ACCOUNTABILITIES/RESPONSIBILITIES

As a member of the professional and friendly Administration team, you will:

- Support the senior management team in the day-to-day running of the Airport Management Office
- Answering telephone calls and 'reception' emails and directing to the appropriate person
- Assisting with facilities management tasks
- Attend and take notes at meetings and presentations
- Liaise effectively with the Airport tenants and aviation customers
- Liaison with staff in other BCAL Departments
- Provide secretariat duties to the Airport Consultative Committee

The above list is not exhaustive and the business may require flexibility to carry out additional duties to support the air operation.



KNOWLEDGE & EXPERIENCE

Essential

- Ability to work on own initiative without close supervision
- Ability to multi-task effectively
- Ability to prioritise workloads and work to deadlines
- Good teamwork
- Demonstrable computer keyboard skills and ability to use Word and Excel software packages
- Good communication skills (verbal and written)
- Commitment to Customer Care

Desirable

- Understanding of and recent experience in financial accounting
- Interest and knowledge of aviation
- Driver's licence

HOURS OF WORK

Forty hours per week based on a typical 'office hours' between 0900 and 1700. The successful applicant will also need to be flexible in terms of working hours depending on the needs of the business and this may involve some occasional overtime or out of hours duties (voluntary). This is normally to facilitate special events or humanitarian/emergency flights.

WHAT YOU WILL RECEIVE

As part of an enthusiastic and personable team, you will get:

- Opportunity for personal and professional development
- 28 days annual leave (including public holidays)
- Ready access to HR well-being and mental health guidance
- Pension
- Free airport car parking



HOW TO APPLY

Interested applicants should complete the following application form:

[Brighton City Airport Job Application Form](#)

Please send completed application form, either via email (PDF or DOC preferred) to:

reception@flybrighton.com

or by post to:

FAO: Director Aviation Services
Brighton City Airport
Main Terminal Building
Cecil Pashley Way
Shoreham by Sea
West Sussex
BN43 5FF