

Cargo Sales Executive

Position:	Full Time, Permanent
Remuneration:	£20,300 per annum + benefits + Annual Bonus + Concessionary Staff Travel
Office Location:	Heathrow Cargo Area - TW6 3RN
Work Pattern:	Monday to Friday - 9.00am to 5.00pm
Hours:	40 hours per week
Holidays:	20 days per annum (excluding Bank Holidays)
Experience:	Entry level
Start Date:	ASAP

Role Overview

Cargo Sales Executive is jointly responsible for managing the daily operations as part of a small team reporting to Cargo Sales Manager. As this is a junior/entry-level position, experience in the cargo industry is not essential as full training and development will be provided.

Primary duties will include:

- Data-entry and processing of shipments into Aeroflot's cargo reservation system.
- Responding to cargo booking enquiries from freight forwarders via telephone and email.
- Working closely with cargo ground handling agents on a daily basis to ensure smooth operation.
- Maintaining good working relationship with a small number of key clients.

Requirements

Essential:

- Excellent communication skills (written/verbal) in English and Russian languages.
- Computer literate with basic knowledge of Microsoft Office applications.
- Willingness to learn with a 'can-do' attitude.
- 5-year checkable employment/educational history.

Desirable:

- Knowledge/experience of a financial accounting system (e.g. SAP).