



ASSISTANT TO HEAD OF BUSINESS DEVELOPMENT UK & OFFICE MANAGER

Simply Jet is an on-demand Private Jet charter brokerage company, based in Farnborough UK, with the Head office in Lausanne, Switzerland. We are currently looking to expand the UK office and increase our market presence, creating the need for an assistant to the head of UK business development and general office manager.

YOUR ROLE

As an integral part of our dynamic and young company, and with the help of senior brokers, your main role will be to **assist with office admin and helping our international UHNW clientele throughout their private jet booking process, from a reservation inquiry up to the flight itself**. This includes a lot of communication with the team with attention to detail, sourcing aircraft, negotiations with our providers, arranging requests for the flight and keeping the team updated on every aspect. Your role will also involve key support to the office and working closely with management on HR tasks such as recruitment, coordination with candidates, follow-up, planning trainings, meetings preparation, data analysis, travel arrangements, sales & team KPI monitoring, planning events, general office management and direct support to Head of UK business development.

PLACE OF WORK

The position is based in Farnborough UK, near Farnborough VIP Airport with very close link (2-minute walk) to the Farnborough main train station. You may also be required to travel to airports/private terminals across the UK to assist private jet flights you helped organize as well as international aviation based/VIP events, team events and office visits to Switzerland.

MANDATORY REQUIREMENTS

- › Native in English language both written and spoken

REQUIREMENTS

- › Capacity to easily develop inter-cultural relationships
- › Strong decision-making and problem-solving abilities
- › Strong organizational and planning skills
- › Excellent attention to details and pro-active mindset
- › Willingness to work under pressure and manage multiple tasks simultaneously
- › Impeccable demeanour and positive attitude

BONUS BUT NOT REQUIRED

- › An additional language: *French, German, Italian, Portuguese, Spanish, Russian*
- › An interest for the aviation sector

WHAT WE OFFER

- › A unique and varied experience in the Private jet industry
- › An opportunity to support key roles, including management & UK sales team
- › A challenging position with important and dynamic range of responsibilities
- › A competitive compensation

We are very much looking forward to receiving your application!

CONTACT US

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