



## **Airport Coordination Ltd**

### **Agile working with office location in Staines**

#### **Full time Coordinator (airport slots) – Airport Coordination Limited**

Do you have an interest in Aviation with a passion for customer service and an ability to analyse data? ACL is looking for a Coordinator to join its Dubai Coordination Team based in the UK to assist with the slot allocation process/capacity management across several airports in the UK, Europe and Middle East.

In this role you will be responsible for dealing with the allocation and monitoring of slot requests in an accurate and timely manner, liaising with airlines, airports and other stakeholders at an operational and planning level. You may be required to travel to airport customers and to industry events on an ad-hoc basis. The successful candidate will need to demonstrate the ability to analyse data, make informed decisions based on this analysis and communicate effectively.

Most importantly the successful candidate will have the ability to maintain and exceed our strong customer service focus. You must; have strong analytical skills; have the ability to work under pressure; be competent in Microsoft Excel and Power BI (desirable); be well organised; be highly motivated; work to a high level of accuracy. You will have a flexible approach to your work along with an ability to work to a strict set of rules and regulations. Relevant experience within the airline, airport or travel industry is preferable. Successful candidates should also be computer literate and feel comfortable learning new software.

You must have the right to live and work in the UK. All applicants are required to submit their current CV and covering letter including answers to the following questions.

Please submit your answers to [Marion.Thornton@acl-uk.org](mailto:Marion.Thornton@acl-uk.org).

What do you consider to be good customer service? (Max 250 words)

What do you think the biggest challenges are for ACL in the next five years? (Max 250 words)

Airport Coordination is an equal opportunities employer.