

Sales and Marketing Executive

Permanent, part-time role

Hybrid working with office location in Staines-upon-Thames

Up to 22.5 hours per week (flexible working pattern considered)

£32,000 per annum, pro rata (£19,200)

Are you commercially minded and confident in both sales and content creation? Do you take pride in your work, own your responsibilities, and thrive in a small but high-performing team? If so, we'd love to hear from you.

Airport Coordination Limited (ACL) is looking for a part-time Sales & Marketing Executive to join its ambitious Commercial Team.

About ACL

ACL is the world's largest and most established airport slot coordinator, working with nearly 80 airports across the globe. We play a vital role in the aviation industry, helping ensure airport capacity is used efficiently and operations run smoothly.

ACL is a small company with a big global reach. We're a high-trust, values-led organisation where professionalism, ownership, and teamwork are central to everything we do.

The Role

As Sales & Marketing Executive, you'll play a hands-on role in delivering ACL's commercial strategy. You'll generate and convert leads, promote our data solutions, and build strong client relationships. You'll assist clients by accessing and managing data through online portals and Excel, while also creating and delivering compelling marketing content across digital platforms, including social media, email, and our website. In addition, you'll help plan and support our presence at industry events, which may occasionally require international travel.

This role provides the autonomy to manage your own projects, contribute fresh ideas, and make a meaningful impact within a supportive, close-knit team.

About You

You'll be a proactive and organised self-starter, confident working independently but always ready to collaborate. You enjoy variety, take pride in your work, and bring a professional, can-do attitude to everything you do. You'll have experience in a sales, marketing or client-facing role, strong communication skills, and be comfortable using digital tools, including Excel and social platforms. You'll also be happy to travel internationally from time to time as part of a globally active team.

Additional experience with content creation, marketing tools, or analytics platforms is a bonus, as is any previous exposure to aviation, but it's your mindset, curiosity, and commitment that matter most.

Why work with us?

This permanent, part-time role offers the flexibility to fit your lifestyle while giving you space to grow your career in a driven organisation. You'll enjoy:

- A generous bonus scheme
- Flexible, remote working
- A supportive, tight-knit team where your input genuinely matters
- Opportunities to develop, learn and grow

You must have the right to live and work in the UK.

To apply, please send your CV and a short cover letter outlining why this opportunity excites you to:
Marion.Thornton@acl-uk.org

Airport Coordination is an equal opportunities employer.