

JOB DESCRIPTION – AIRPORT TRANSFER ADMINISTRATOR

The Airport Transfer Administrator will be responsible for collecting and coordinating data for Airport Transfers throughout July and August 2023. Reporting to the Transport Operations Manager, they will ensure all airport transfer information is correctly inputted, thoroughly checked and efficiently communicated to the wider organisation. The Airport Transfer Administrator will take lead on several administrative tasks and oversee the collection of key information from parents, transport stakeholders and airport staff.

1. Ensure all arrival and departure information is collected and flight information is thoroughly checked prior to arrival and departure days
2. Monitor email inboxes and chase information via the phone to ensure correct information is provided for arrivals and departures
3. Support the Transport Operations Manager with communications to parents, agents and stakeholders
4. Ensure the database is well maintained and excel sheets are correctly stored
5. Provide support to the sales team by allocating bookings and retrieving payment for airport transfers
6. Support the Transport Operations Manager with the management of the Airport Team, ensuring all staff have completed DBS checks and have key information to perform their role efficiently.
7. Support the Transport Operations Manager to ensure all signage, run sheets and equipment are prepared for each arrival and departure day
8. Where required, be an additional member of staff at the airport to meet and greet players

PERSON SPECIFICATION

All staff will contribute to the overall smooth running of our programmes. Ultimately the safety of children is paramount, and the high standards expected of working with top brands needs to be maintained. We expect high personal standards, friendly, positive and approachable staff who will always remain professional and calm. Staff will be able to handle sensitive situations well, adhering to confidentiality and data protection guidance, have excellent organisational skills, be good role models and be able to contribute to a positive working environment.

THE IDEAL CANDIDATE WILL:

1. Have administrative experience
2. Excellent communication skills
3. Be calm under pressure
4. Maintain excellent attention to detail
5. Have data input experience
6. Have an understanding of confidentiality and data protection issues
7. Be able to prioritise workload effectively and demonstrate excellent organisational skills
8. Willing to chase and check flight numbers, terminals and missing information

LOCATION

- April – August: Central London office, located near Oval Station.
- Flexibility to work off-site from time to time, other than Arrival and Departure Days

HOURS

- April – June: 37.5 hours per week, Mon – Friday 9:00am – 5:30pm
- Jul – Aug: 37.5 hours per week, will be off Tuesday or Wednesday, plus Saturday.
- Due to the nature of our business, there will be times when you need to work long hours, weekends and bank holidays. However, these will be provided back in lieu.

TO APPLY

Please include CV and Cover Letter outlining how you meet the specifications listed above and why you'd like the role. Applications without a Cover Letter will not be considered.

Please apply via our portal [HERE](#) or send any applications to recruitment@cmtlearning.com with "Airport Transfers Administrator" in the email subject. Any questions can be sent to this email address.

Closing Date: 6/03/2023

Website: <https://www.eurosportscamps.com/>