

Strategic Account Management & Marketing Executive

A vacancy has arisen for a Strategic Account Management & Marketing Executive within the Business Development team based at Dakota House, Poyle.

Experience

- ✔ Marketing related degree is essential.
- ✔ Previous experience of working within in Business Development/Commercial environment preferred.

Desirable Skills

- ✔ A confident, proactive problem solver with can do attitude – the ability to prioritise own workload keeping to tight deadlines and using own initiative within a pressurised business environment
- ✔ Excellent communication/interpersonal skills (written and verbal) – a good listener
- ✔ Able to work with colleagues at all levels in the business and to manage projects working with and co-ordinating the activities of external providers as required
- ✔ Excellent stakeholder management, discreet and professional
- ✔ Excellent IT skills to include Word, Excel and PowerPoint
- ✔ Accuracy and attention to detail
- ✔ Safety driven

Key Tasks

- ✔ Manage the dnata brand across all departments
- ✔ Manage media / marketing including PR, press releases, filming
- ✔ Monitor and update the company website
- ✔ Represent the UK on 'dnata4good'
- ✔ Organise corporate entertainment for customers and staff events including obtaining prices, organising supplies and managing delivery of catering and any other items required from within dnata or third parties. Ensure records are kept up to date
- ✔ Manage promotional items including stock control, pricing, design and distribution
- ✔ Organise photography library for use in RFPs, presentations etc.
- ✔ Organise and support conference attendance, meetings and functions on behalf of the Business Development team
- ✔ Assist in the preparation of Tenders and Request for Proposals (RFPs) and ensure the requested information is provided in a well presented and timely manner
- ✔ Prepare IATA Standard Ground Handling Agreements (contracts) and adhoc contracts in line with company policy
- ✔ Liaise with the carriers, Business Development team and dnata Accounts to assist in resolving accounting queries
- ✔ Prepare company documents for Business Development team
- ✔ To undertake any other duties as required by management, commensurate with the grade of the post
- ✔ Promote at all times the Vision, Mission, Values of dnata

Hours of work:

- ✔ 37.5 hours per week

If you believe you have the drive and enthusiasm required, apply in writing with an up to date CV and covering letter advising why you are suitable for this position to:

Amy Odger, HR Administrator, Dakota House, Poyle Road, Colnbrook, Berkshire, SL3 0QX, United Kingdom
Amy.Odger@dnata.co.uk

Successful applicants will be shortlisted for interview, and must have the legal right to work in the UK
Internal candidates - please ensure you have informed your manager of your application

Closing Date: 26th January 2018

dnata Ltd is an equal opportunities employer

