



Inflight Service Support

We require a bright and enthusiastic individual who is willing to learn, to join our busy Inflight Service Department based in our head office at London Stansted Airport.

The main duties and responsibilities of the role are as follows:

- Liaise with client representatives to confirm passenger numbers and service requirements
- Order catering and amenities with suppliers according to customer requirements and budgets set by the Commercial department
- Following training, produce menus, Crew service briefs and supply load plans for flights
- Understand catering costs and the commercial aspects of service delivery
- Liaise with the Finance department, invoicing and basic financial requirements including reconciliation of invoices/credit card expenditure
- Assist the other members of the team as required
- Any other duties including general administration, together with such functions that the Company and any associated Company may reasonably require

The following requirements are essential for this role:

- Applicants should be numerate and have good IT skills
- Knowledge of the Titan brand and our area of operation
- Complete discretion and confidentiality
- Excellent verbal and written communication skills with the flexibility and commitment required to ensure the smooth running of the department
- Good time management with the ability to prioritise confidently in a fast-paced, ever-changing environment
- Possess an understanding of outstanding customer service with exceptional attention to detail and accuracy
- Ability to live and work in the UK
- Fully vaccinated against COVID (unless medically exempt)
- Hold a full, current driving licence due to site/supplier visits

Other advantageous qualities:

- Additional language skills
- Previous experience with service flows, menus, inflight catering and equipment would be beneficial

The position is permanent, full time and the hours of work will be Monday-Friday 9:00am to 5:30pm however a degree of flexibility (i.e. early starts or late finishes) will be expected due to the nature of the job.

If you believe you have these essential qualities, please send a covering letter and CV to recruitment@titan-airways.co.uk

The closing date is close of business on Thursday 30th June 2022