



## **PASSENGER BID MANAGER - EUROPE. GATWICK, UNITED KINGDOM**

**Are you ready to charter your own career?**

**The runway to success in global aviation begins here...**

Are you looking for an opportunity to work for a global brand where you can use your skills, be part of a diverse team and grow with a dynamic company?

This is a unique opportunity to leverage your expertise as a Passenger Bid Manager for Europe within the Air Charter industry and to contribute to the continued success of a leading global brand. Join our dynamic Passenger out of our Gatwick, UK location.

We will provide the successful candidate with any necessary training, as well as the industry know-how.

### **Purpose of the Role & Key Responsibilities**

- To lead and oversee the end-to-end bid process, acting as a key touch point for Chapman Freeborn Airchartering Ltd bids for the Passenger teams.
- To deliver strategic bids to the customer base, through the management and development of high-quality and compelling proposals to meet business targets for growth and profitability.
- To actively gather and negotiate airline information and proposals, as well as prepare all documents relevant for final bid submission.
- To work with the brokers when relevant but the successful candidate is expected to carry out the majority of the work.
- To work with key stakeholders in other departments such as Government & Humanitarian, and Oil & Gas.
- The nature of the role is varied. Excellent Passenger knowledge is required to lead, own, and support the development of proposals.
- An excellent knowledge of general bidding processes and procedures is required for the role, as well as a good basic knowledge of Passenger commercial terms and conditions.
- Excellent bid writing skills are required for the role.
- A demonstrable knowledge of aircraft brokering is required and experience in Government tenders/bidding processes is essential.
- Fluctuating pressure due to peaks and troughs in workload, with periods of high pressure due to deadlines and range/amount of bids in the process.
- Directly responsible for meeting critical deadlines and exacting customer requirements to ensure business growth as well as retaining existing customers through contract renewals.
- Requires considerable concentration and attention to detail when dealing with and responding to complex bid requirements.
- A consistently high quality of work is required to ensure the best chance of securing new business.
- The role may require some travel and out-of-hours work.

## Essential Criteria

- Experience of managing Passenger and Government bids/proposals and projects and delivering to exacting requirements and deadlines.
- Experience of responding successfully to formal tender exercises.
- Excellent bid writing skills.
- Demonstrable experience of working at all levels of an organisation, showing assertiveness and influence.
- Experience of managing multiple internal and/or external stakeholders.
- Excellent communication and presentation skills
- Self-motivated and able to work without strong guidance in line with company procedures, delegated authority levels.
- Ability to take initiative is essential, as work is generally proactive.
- Strong analytical skills and judgment to draw conclusions and make recommendations.
- Line management experience.

## Qualifications & Education

- Mathematics and English to GCSE standard or equivalent
- Formal Professional Qualification such as APMP, Project Management qualification
- Experience & Proven Ability Required
- Knowledge of current affairs and further opportunities for Passenger business (desired)
- Relevant Degree Qualification (desired)

## What's In It For You

- Competitive salary
- Comprehensive benefits package
- Opportunity to join a global company and be part of a diverse international team
- Unlimited access to thousands of courses on LinkedIn Learning platform

With more than 50 years of experience, the Chapman Freeborn group provides a diverse range of aviation-related services on a global basis. Our expertise in all areas of the air charter industry makes us the number one choice for many of the world's leading logistics providers, multinational corporations, travel partners, and well-known names from the entertainment business.

Whether it's arranging the delivery of oil equipment to a remote location, organizing flights for a professional sports team, or booking private jets to an island resort, the sky's the limit when it comes to the charter business.

Chapman Freeborn is a family member of Avia Solutions Group, a leading global aerospace services group with almost 100 offices and production stations providing aviation services and solutions worldwide. Avia Solutions Group unites a team of more than 11,500 professionals, providing state-of-the-art solutions to the aviation industry and beyond.

Chapman Freeborn aims to promote equality, diversity, fairness and respect for future and current staff at all levels of the organization. We aim to provide equal opportunities in all aspects of employment and to ensure that the talent and skills of all individuals are maximized.

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Chapman Freeborn combines over 46 years of experience with unrivaled global coverage to meet the air charter requirements of customers 24 hours a day, 365 days a year. The company's diverse client

base includes major corporations, governments, non-governmental organizations (NGOs) and relief agencies, as well as high net worth individuals (HNWIs) and prominent figures from the entertainment world.