



## **SALES ASSISTANT. LONDON, UNITED KINGDOM**

**JETMS** is a global provider for aircraft interior solutions, renowned for innovation, quality, and customer satisfaction.

JETMS is a family member of **Avia Solutions Group**, the largest ACMI (Aircraft, Crew, Maintenance, and Insurance) provider globally, managing a fleet of approximately 209 aircraft. In addition to ACMI services, ASG offers a wide range of aviation solutions, including MRO (Maintenance, Repair, and Overhaul), pilot and crew training, ground handling, and more.

With the recent merger of the **JETMS family** - JETMS, JETMS Completions & JETMS Interiors - operating under a unified JETMS brand, we can collaborate more closely, while offering our clients a 360° solution for aircraft interiors, design, engineering, production, refurbishment, and machining. They offer market-leading services that include premium customised monuments, lounges, bars, sky shops, seat modules, galleys, and stowages. Each product is innovatively designed, meticulously engineered, and exquisitely crafted to meet the highest standards of quality and customer satisfaction.

### **Job Overview:**

JETMS Completions is seeking a '**Sales Assistant**' to support their Sales team with daily operations, including but not limited to maintaining customer relationships, handling inquiries, managing sales documentation, logistics coordination, CRM data management and assisting with client communications. Additionally, they will liaise with internal teams, maintain databases, assist in organising schedules, manage marketing materials, content creation, ensure seamless sales processes and exceptional customer service. This position will be based in **Kent, London**

### **Key Responsibilities:**

- Support the sales team with administrative tasks including scheduling appointments, managing calendars, preparing and maintaining sales documentation, and handling client communications
- Coordinate logistics for business travel, meetings, exhibitions, or industry events
- Assist in entering and maintaining customer and sales data in CRM or internal systems
- Support order processing and tracking
- Liaise with production, engineering, or project teams to ensure accurate information flows between sales and operational teams
- Help ensure customer requirements are correctly communicated internally
- Organise and manage marketing materials for company promotions and campaigns
- Assist in preparing content for company social media channels to support brand visibility
- Collaborate with marketing/sales teams to ensure consistent messaging across platforms
- Organise and coordinate the company's participation in industry exhibitions and trade shows, including planning exhibition logistics such as stand preparation, marketing displays, promotional materials, and schedules
- Complete Know Your Customer (KYC) checks and documentation to support company compliance

procedures, ensuring client information is accurately recorded and maintained in line with regulatory requirements

**Qualifications:**

- Strong Interpersonal Skills and demonstrated ability to build and maintain customer relationships
- Customer Service experience with a focus on delivering quality and prompt assistance
- Excellent Communication and Sales skills to effectively liaise with clients and internal teams
- Collaborative and ability to work independently
- Proficiency in CRM tools and Microsoft Office Suite is a plus
- Prior experience in the aviation industry or similar role is beneficial
- Bachelor's degree in business administration, Sales, or a related field is preferred

**Job Type:** Full-time, Permanent

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JETMS is a global provider of integrated world-class aircraft solutions that meet numerous servicing and modification requirements including line and base MRO, bespoke interiors, exteriors, and VIP aircraft completions.