

MSS HOLDINGS (UK) LIMITED

Wesham House Farm • Fleetwood Road • Wesham • Preston • Lancashire PR4 3HD

Telephone: 01772 687775 • www.huey.co.uk • bpickford@huey.co.uk

MARKETING & PURCHASING ADMINISTRATOR

- Location(s):** Based primarily at the Newton Office:
(c/o SMP Ltd, Blackpool Road, Newton, Preston PR4 3RE)
As required, also at the Wesham Hangar Facility:
(MSSH Ltd's Hangar Facility & Visitor Centre, Fleetwood Road, Wesham, Preston, PR4 3HD)
- Company Description:** Historic Helicopter Display Team & Flight Experience Operator
- Wage:** £9.50 per hour
- Working Days:** Three weekdays (One must be Friday)
(Please note there would be a requirement for some weekend working as and when necessary. This would be either Saturday or Sunday and would be swapped for one of the weekdays that particular week)
- Hours:** 21 hours per week. 9 am – 5 pm with 1 hr for lunch
(Flexible approach to working hours required)
- Reporting to:** PA to Managing Director ⇨ Managing Director
- Job Description:** The suitable applicant would be required to provide support to the Company with regard to the marketing of the Company Aircraft and Hangar Facility as well as organising and marketing the Passenger Flight Experiences and Hangar Open Days.
Sourcing / purchasing of merchandise connected to the Company aircraft for selling through the Website/Events Shop. Purchasing aircraft parts with full guidance from the MD and Maintenance Engineer.

Please note that there would also be the occasional overnight offsite attendance for marketing purposes at Airshow Events and Marketing Events.

Responsibilities to include:

- Development and upkeep of the content of the Company website with the assistance of the IT Manager
- Producing marketing material such as e-shots, leaflets, posters and flyers for distribution to Airshow Organisers, Event/Filmwork Companies, Media Publications, aircraft supporters and for flight experiences, etc
- Internet/social networking promotion on the Company's own website, Facebook page and any other websites where appropriate (with support from IT Dept)
- Research into target audiences ie. Airshows, Display Websites, Filmwork opportunities, Aviation Groups, Organisations, etc
- Organising Hangar Visits and Hangar Open Days
- Co-ordination of flight opportunity requests and filmwork enquiries
- Ground Crew participation on Flight Experience Days and Hangar Open Days
- Procurement of merchandise (current and new) relating to Company aircraft at best price, liaising with suppliers, raising and processing relevant paperwork (purchase orders, delivery notes, invoices)
- Re-sale costings and promotion of merchandise, sales of merchandise through the Company Website shop with associated paperwork (delivery notes, invoices), upkeep of stock and price labelling of merchandise
- Procurement of aircraft parts (with guidance from the MD / Maintenance Engineer)
- Organising scheduled maintenance of the aircraft
- Record keeping for aircraft parts and maintenance of aircraft
- Visitor Centre Duties at Wesham when required: Greeting visitors and providing refreshments
- General duties to include copy typing, scanning, photocopying, filing, data input, etc
- Assisting the PA to the Managing Director for any other duties as necessary
- Assisting the Managing Director for any other duties as necessary

Requirements:

- Creativity and excellent written and verbal communication skills
- Marketing and business promotion experience is essential
- Excellent organisational skills and meticulous to detail
- The ability to work with minimal supervision and be an excellent team player
- The ability to work on multiple projects at one time, sometimes to tight deadlines
- Excellent IT skills (including Microsoft Office - Word, Excel and Outlook). Assistance will be provided for internet/website activities and training will be provided for in-house systems where required
- Drive, motivation and enthusiasm
- Own transport and full driving licence is a requirement for movement between bases (approx 3 mile/ 10 mins) although transport would be provided when necessary for any longer journeys required for work purposes)
- A keen interest in aviation / helicopter activities. No fear of flying!

To apply for this position please email your CV and Cover Letter to bpickford@huey.co.uk