

Version: 2
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INFLITE THE JET CENTRE



Job Title: Commercial Invoicing Administrator

Abbreviation:

Reports to: Business Development Manager

Division/Department: Commercial

Deputised by: n/a

Location: H1, Stansted

JOB PURPOSE

Provide administration support to the Business Development Manager to ensure accurate and timely billing of maintenance to customers, and warranty providers in line with company requirements. Provide resilience support to wider commercial activity including commercial quoting as required by the company.

MAIN RESPONSIBILITIES AND DUTIES

- Analyse data from work cards for aircraft maintenance checks using in-house software (WINGS), suppliers warranty systems and Excel in order to create customer invoices
- Create customer costings and a detailed breakdown to issue alongside invoice
- Where aircraft are under warranty, enter data into online portals for submission of claims for reimbursement
- Liaise with other departments to advise and assist with contract, invoicing and credit control with the objective of optimising the profitability of all maintenance project
- Be first point of contact for any customer invoice queries taking ownership to resolve this as required and preserving profitability
- Support wider commercial department activities when required including commercial quoting and customer engagement.
- Responsible for all customer invoice portal entries and queries.
- Perform any other duties within your capabilities as directed by the Company
- Management of Monthly Invoices
- Upon receipt of signed quotations, produce & send deposit invoice.
- Manage the review of daily WINGS Invoice download report prior to Account uploading to the Accounting system.

QUALIFICATIONS & PREREQUISITES

- Previous experience in an administration role preferably within a finance department
- Previous experience in an aviation environment or an interest in aviation preferred
- Attention to detail
- High level of accuracy
- Good communication skills
- Excellent organisational skills
- Ability to Critically analyse and export data from one software system to another
- Able to build strong customer relationships
- Deadline focused

What We Offer:

- **Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- **Generous Annual Leave:** Enjoy increasing annual leave entitlement as you grow with us.
- **Salary Exchange Pension Scheme:** Secure your financial future with our comprehensive pension plan.
- **Employee Assistance Programme:** Receive support for your mental and emotional well-being.
- **Life Assurance:** Gain peace of mind for yourself and your loved ones with our life assurance coverage (subject to scheme rules).
- **Employee Cash Plan:** Access financial assistance for health and well-being-related expenses.
- **Enhanced Maternity and Paternity Schemes:** We support you and your growing family during significant life milestones.
- **Professional Growth and Development:** Access continuous opportunities to enhance your skills and advance your career.
- **State-of-the-Art Equipment and Technology:** Work with cutting-edge tools and technologies.
- **Ongoing Training and Certification Programmes:** Stay up-to-date with the latest industry standards and practices.
- **Career Advancement Opportunities:** Clear paths for progression within our dynamic organisation.