

Fuel Operations Executive Jobs in Dubai | Jetex Careers

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Location: Dubai

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1- Fuel Operations Executive

Job: Full Time

Location: Dubai, UAE

Description:

Fuel Operations Executive will majorly work on fuel orders and respond to customers in a timely manner. Sending Fuel Releases,Âcoordinating with fuel suppliers etc. are the key functions.

Job Responsibilities:

Manage Fuel Operations inbox for incoming requests

Processing fuel requests in a timely manner by coordinating with fuel suppliers and ensuring confirmations

Answering phone calls from clients/suppliers in case of emergency issues

Manage to take initiative and/or instant decisions under pressure

Effective and timely communication with suppliers and clients

Job Requirements:

Bachelor Degree with technical qualification from an accredited college

Minimum 3 years' experience inÂ Aviation Fuel/ Flight Operations

Professional competence with Office pack

Knowledge in CRM software is an advantage

Fluent in English – Professional competence in reading/listening/writing/speaking

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