**Air Terminal Services [Fiji] Pte Limited** is the region’s leading ground handling provider of Passenger, Line Maintenance, Cargo and Ramp Handling, Cargo Sales, Cabin Cleaning and In-flight Catering Services. With 37 years of operating experience, we provide excellence in service through competent personnel with quality, safe and efficient practices; in line with the best interests of our customer goals.

ATS is an IATA – ISAGO registered ground service provider including ISO 9001 QMS and ISO 22000 Food Safety Management System certified. We have a dynamic and robust Integrated Aviation Management System (iAMS) that aspires to continuously improve Quality, Safety, Security and Efficiency.

ATS is an Equal Opportunities Employer. All selected applicants must pass drug & medical testing and police clearance before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration. Costs incurred for these will be borne by the Company.

**VACANCY NO: 016/2019 – BUSINESS DEVELOPMENT COORDINATOR**

**FIXED-TERM CONTRACT (3 YEARS)**

Written applications are invited from suitably qualified persons for the above position.

**DUTIES & RESPONSIBILITIES:**

- Coordinating the company’s diversification projects
- Function as the Secretary for the Commercial Development and Innovation Committee
- Heading up sales and marketing initiatives for ATS’ supplementary goods and services
- Work with Department Managers and staff to advance Commercial Development and Innovation initiatives
- Organize and Support the implementation of new projects at ATS
- Contribute to the company’s strategic diversification objective with ideas, research, planning and organizing inputs
- Coordinating internal innovation initiatives (FBEA, QCC, etc.)
- Assist in the preparation of Project Plans and Board Papers
- Any other related activities

**QUALIFICATIONS:**

- Hold a Diploma in Marketing, Management, Accounting or related commercial field with 5 years demonstrated experience in a related field OR a Bachelors Degree majoring in Marketing, Management, Accounting or related commercial field with 3 years’ experience in a related field
- Work experience in the service industry would be preferred
- Applicant must have sound knowledge of project coordination, marketing, accounting/finance, entrepreneurship and information system based applications
- Experience in Website and E-commerce would be an advantage.

**SALARY:** Consistent with the ATS/FASA Industrial Agreement.

**Full Job Description Attached**

**Applications:** Your application, including full curriculum vitae plus CERTIFIED COPIES (which will not be returned) of academic qualifications and transcripts must be forwarded to: recruitment@ats.com.fj

Applicants must also provide three references, one, of which must be from your present or immediate past supervisor and attach the signed referee reports with the applications.

**Applications close on:** 04 May, 2019 at 1700 hours.

Air Terminal Services (Fiji) Pte Ltd thanks all applicants for your interest; however, only shortlisted candidates will be contacted.
### AIR TERMINAL SERVICES (FIJI) LTD

**JOB DESCRIPTION FORM: RESPONSIBILITIES, AUTHORITY & COMPETENCE**

<table>
<thead>
<tr>
<th>Name/Job Title:</th>
<th>Business Development Coordinator</th>
<th>Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependence:</td>
<td>Human Resources/Administration</td>
<td></td>
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<tr>
<td>Reports to:</td>
<td>Chair of Commercial Development and Innovation Committee</td>
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<tr>
<td>Subordinates:</td>
<td>Nil</td>
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</tbody>
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**Job Objective:**
The Business Development Coordinator will report to the Chair of the Commercial Development and Innovation Committee and contribute to the company's strategic diversification objective. This will include organising and facilitating diversification and innovation projects and initiatives at ATS.

**Main outcomes:**
- Coordinating the company's diversification projects
- Function as the Secretary for the Commercial Development and Innovation Committee
- Heading up sales and marketing initiatives for ATS' supplementary goods and services
- Work with Department Managers and staff to advance Commercial Development and Innovation initiatives
- Organise and Support the implementation of new projects at ATS
- Contribute to the company's strategic diversification objective with ideas, research, planning and organising inputs
- Coordinating internal innovation initiatives (FBEA, QCC, etc.)
- Assist in the preparation of Project Plans and Board Papers
- Any other related activities

**Authority:**
Nil Financial Authority.

**Attributes:** Excellent Communication Skills, Instructional Skills, Presentation Skills, Planning and Organisational Skills, Event Management Skills, Analytical Skills, Administration Skills, Computer literate, Project Co-ordination skills, Marketing skills, Accounting/Finance and Entrepreneurship/Innovation skills.

**Skills:** MS suite including; Word, Excel, PowerPoint, MS Outlook.
<table>
<thead>
<tr>
<th>Job Requirements:</th>
<th>Qualification</th>
</tr>
</thead>
</table>
| Education:       | • A degree majoring in Marketing, Management, Accounting or related commercial field (with 3 years experience)  
|                  | • Diploma in Marketing, Management, Accounting or related commercial field (with 5 years experience) |
| Experience       | • 3-5 years demonstrated work experience in related field  
|                  | • Work experience in the service industry would be preferred |
| Competence       | Knowledge:  
|                  | Marketing, Project co-ordination, Accounting/Finance, analysis and Entrepreneurship |
|                  | Technical Skills:  
|                  | Computer Skills – MS Word/ Excel/Outlook/ PowerPoint Using LCD Projector |
|                  | Non Technical Skills:  
|                  | High level or written and verbal communication; ability to communicate at all levels of the organization and amongst different cultural groups |
|                  | Attitudes:  
|                  | Tactful, Good Interpersonal/ Intrapersonal Skills, Customer Focused, Honest and Accuracy, Confidentiality |

**Main Related Documents:**

**Based at:** Nadi Airport