



Your Role: Executive Assistance
Department: Commercial
Duration: 4 to 6 months
Start Date: December 2016
Location: Head Office, Liège Airport
Contact: tay.trainee.commercial@tnt.com

TNT AIRWAYS IS LOOKING FOR AN INTERN IN:

BUSINESS DEVELOPMENT

Briefing on TNT Airways

TNT Airways S.A. is a Belgian cargo airline based in Liège. We operate a fleet of mid- to long-range aircraft that enable us to maintain a global air network for our parent company, TNT Express.

At TNT Airways, we build on our air network and offer charter services alongside. Our chartered flights are individualized and the range of transported goods is highly diverse. A special competency of TNT Airways is air transport of valuable livestock, such as sport- and race horses.

Your assistance tasks will include to

- Monitor, review, and report on sales- and marketing activities and results
- Manage reports linked to commercial activity on a regular basis
- Prepare agent performance evaluation based on reported operational- and sales data, utilizing the Commercial Department's KPIs
- Conduct research on the air cargo market environment
- Draft commercial contracts
- Facilitate enhancements to core processes of the department
- Coordinate with other departments for cross function projects, i.e. interface with the Financial Department concerning revenue- and cost budgeting
- Liaise with external vendors, suppliers, and service providers

Preferred experience/ knowledge

- Enrolled university student of Business Administration, Economics, or a related field of study
- Strong English oral and written communication skills; French skills favorable
- Knowledge of relevant software, especially Excel, and PowerPoint, Word
- Passion for aviation and the international air freight business environment

How to apply

Send an e-mail with your curriculum vitae and a cover letter indicating the period for which you apply along with supporting documents (all in PDF-format) to :

Commercial Department – Trainees and Interns, TNT Airways S.A.

tay.trainee.commercial@tnt.com