**JetRight Air Management – Charter Sales Specialist**

**Base Salary Range: $50,000 - $60,000 - $70,000**

**Commission Compensation Range: 1% - 4.5% of Net Proceeds**

**Company Description:** JetRight Air Management is a full service private business jet company specializing in aircraft management, aircraft charter, charter brokerage, aircraft sales & acquisition, consulting, and maintenance.

**Position Summary – Charter Sales Specialist:** The Charter Sales Specialist is responsible for selling, booking, scheduling, and coordinating trips on private jet aircraft. This position is in direct contact with high net-worth clients and their representatives. Confidentiality, attention to detail and the ability to work in a fast-paced team environment are essential personal qualities for the successful Charter Sales Specialist.

**Essential Functions:**

* Selling, booking, scheduling, and coordinating trips on private aircraft
* Ensure consistent, high quality client experience (Lift Every Moment)
* High attention to detail
* Handle inbound inquiries for wholesale and retail client charter requests
* Participate in business development, promotions, and client experience
* Prepare personalized quotes, sales documents, and client agreements
* Focus on and follow up on inquiries
* Communicate any operational issues, as appropriate, to clients and crew
* Document and maintain compliance with contractual obligations to all clients
* Receive and provide accurate quotes for charter requests by clients and/or other operators or brokers.
* Proactively resolve client issues.
* Occasional on-call, after hours and weekend availability
* Assist in crew resource utilization.
* Monitor weather and airport conditions daily to ensure operations can be accomplished safely and without unexpected interruption.
* Maintain awareness of aircraft locations and assist with engagement of resources remotely.
* Utilize computer systems and programs to perform job duties to include but not limited to: Avianis, Flight Aware, Flight Docs and Microsoft Office Suite.
* Other duties as assigned

**Required Qualifications:**

* Bachelor’s degree or equivalent experience
* Two (2) years professional sales experience
* Comfortable with a high client contact volume
* Must be able to work flexible schedules; onsite and offsite
* Outstanding organizational and communication skills
* Strong computer skills
* Ability to work well under pressure
* Ability to work with personnel from all levels
* Authorized to work in the United States

**Preferred Qualifications:**

* Experience with FAA regulations CFR 14 FAR 61, 91 and 135
* Experience with Avianis software
* 1-3 years’ experience in the travel industry
* Experience in Quality and Safety Management Systems
* Experience with Rockefeller Habits
* Experience with Lean/Six Sigma, Change Management, and Excellence Programs

**Knowledge:**

* General knowledge of geography, aircraft, and client care
* Proficient in MS Office software
* Attention to detail, establishing priorities and meeting deadlines
* Ability to work as a team member while meeting individual performance goals
* Displays commitment to excellence, seek ways to improve and promote quality
* Demonstrates accountability
* Working understanding of social media platforms
* Knowledgeable software systems and business operations
* Skilled in decision-making and communicating

**WORKING ENVIRONMENT/PHYSICAL DEMANDS**

* Standing/walking for short distances: up to two hours on hard surfaces.
* Sitting: up to six hours.
* Occasional travel
* Occasional night and weekend requirements

By nature, this job description cannot be exhaustive: additional responsibilities, duties, skills, efforts, requirements and working conditions may be associated with this job.