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## Charter Sales and Flight Control Associate

### Position Description

Salary range: \$15-\$18/hour

Benefits: Yes

Status: Full time

Location: Lexington, KY

Date: July 2021

### Job Summary

The Charter Sales & Flight Control Associate is based in our Lexington location at the Bluegrass Airport and will service and grow charter sales revenue by maintaining previous client accounts. They will also contribute to inbound sales by providing a fast response to all quote requests and assist with flight coordination for booked trips. Must be able to work and thrive in a fast paced often stressful environment. Nights and weekends are required with a five day on, 2 day off schedule. The candidate is expected to work in close communication and collaboration with the team in a fast-paced environment with exceptional attention to detail and accuracy. This position offers a career path in our rapidly growing enterprise.

### Duties and Responsibilities

- Client/Trip Management
- Generate and retain new sales leads
- Establish relationships with brokers, retail customers, and aircraft owners
- Receive and quickly generate charter flight quotes and trip itineraries
- Check airmail for possible charter opportunities and send quotes
- Manage private jet charters from inquiry to post-flight follow up
- Maintain awareness of fleet movement/ weather/ TFRs
- Coordinate trips with relevant authorities (customs, FBO's, etc.)
- Flight watch and send movement messages to clients
- At all times work towards solutions that meet our clients' needs to the greatest extent possible while at the same time driving profitable charter sales
- Source aircraft
- Meet monthly sales targets
- Well able to learn the complete sales cycle, beginning with the initial opportunity, qualification, quoting, and follow up
- Assist with arranging catering, ground transportation, flight following and completing checklist items within FOS to ensure the clients trip runs smoothly
- Assign flight crewmembers to aircraft as required under the supervision of the Director of Operations and Chief Pilot and per Triton Airways policies and procedures.
- Communicate information to flight crewmembers as it pertains to flight logistics and customer information
- Be able to build a relationship with customers, pilots, and management/owners
- Be On-Call to assist in charter sales and flight coordination for trips

- Assist with other projects as needed
- Timely response to all charter and aircraft owner communications including emails

### **Qualifications**

- Pass FAA Drug and Alcohol testing, background checks and submit to random drug test when required
- Associate degree (A.A. or A.S.) preferred and/or bachelor's degree, but not required
- Knowledge and experience with Avinode, Jet Insights, and/or other similar platforms preferred
- Familiar with Part 135 and knowledge of 14 CFR 135, 91
- Aviation experience or aviation enthusiasts a plus
- Customer service experience a plus
- Strong work ethic
- Well organized and a self-starter with attention to detail
- Strong problem-solving skills, ability to multi-task, and a team player
- Excellent written and oral communication skills
- Must be able to work flexible hours including evenings and weekends, as needed, and to answer calls ASAP when on call

### **Salary and Benefits**

Starting salary \$15-\$18/hour plus benefits.

*To apply, please submit your resume and cover letter to Vicki Martin, Chief Strategist at [vicki@tritonairways.com](mailto:vicki@tritonairways.com).*

*Triton Airways, LLC is an Equal Opportunity Employer*