



Tradewind Aviation, LLC
Waterbury-Oxford Airport
5 Juliano Drive
Oxford, Connecticut 06478

phone 203.267.3305
fax 203.267.3310

CHARTER SALES COORDINATOR

Tradewind Aviation is a growing Part 135 Commuter & On-Demand Operator with bases in Waterbury/Oxford, CT (OXC), Westchester, NY (HPN) and San Juan, PR (SJU) offering premium scheduled service throughout the Northeast and Caribbean.

For further details, check our website: www.flytradewind.com

Tradewind Aviation is seeking a motivated employment at the Waterbury Oxford Airport, Oxford CT 06478

JOB DESCRIPTION:

The primary role of the Charter Sales Coordinator is for growing the company's charter sales revenue. This is accomplished by providing quotes for requested trips and providing creative effective solutions which align customer needs with company resources. He or she shall maintain a high level of product knowledge of all company products and services, poses excellent negotiation, and prospecting skills as well as the ability to demonstrate an overall high motivation for selling, and customer service. The Charter Sales Coordinator must be well-organized, self-motivated, outgoing, and must be able to handle the complete sales cycle, beginning with the initial opportunity, qualification, availability, quoting, payment, and confirmation process.

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Quote and process sales leads for on-demand charter services.
- Prepare and deliver comprehensive responses to customer requests.
- Achieve established sales activity objectives to drive charter revenue (Once defined).
- Maintain a high level of knowledge of all company scheduled routes and services.
- Prospect new clients.
- Develop and maintain relationships with retail clients, brokers, agents and special Tradewind accounts.
- Respond to aircraft charter quote requests with accurate pricing in a timely and professional manner, in accordance with company policies and procedures.
- Actively search aircraft charter boards to identify potential sales leads.
- Outsource flights when company aircraft are not available.



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- Assist with client requests such as arranging hotel accommodations, catering, and ground transportation to ensure a flawless customer experience.
- Follow up with clients as required on post trip issues to ensure satisfaction.
- Serve as the liaison between aircraft owners, Owner Service, Charter and Shuttle Sales, Operations/Dispatch, Maintenance, and Accounting for all aircraft related issues.

BENEFITS:

- Medical, dental, vision, and 401(k) plans available.
- ZED fare standby travel benefits on various US and International airlines.

To apply please send your resume to employment@flytradewind.com