



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

phone 203.267.3305
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SHUTTLE 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 employee at the Waterbury Oxford Airport, Oxford CT 06478

JOB DESCRIPTION:

The Shuttle Sales Coordinators' primary responsibility is to assure a seamless booking process for customers while maximizing shuttle capacity and revenue. Maintaining internal and external booking programs to ensure proper billing. Selling shuttle buyouts and assisting Charter Sales Coordinators with high volume activity. Monitoring VIP service and providing superior customer service. The Shuttle Sales Coordinator must be detail oriented with an ability to work in a fast paced environment. Requires excellent written and verbal communication skills.

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Assist customer in bookings and creating profiles.
- Work with Marketing to resolve account/profile/reservation issues.
- Send shuttle itineraries at the appropriate time.
- Report customer issues to Supervisor or Charter Department Manager.
- Report site issues to Charter Department Manager and Marketing.
- Adding shuttle availability for customers.
- Selling and coordinating shuttle buyouts.
- Checking for cancelled PNR's.
- Ensuring all passengers have been properly boarded and closing flights at the appropriate time.
- Ensuring Kalsoft waitlist system is working efficiently.
- Monitor future VIP services.
- Delinquent List.
- Check for future double bookings.
- Collecting and processing booking forms.
- Combine future passenger loads in Reservation system with an emphasis on the next 48 hours.
- Assisting Sales with charter inbox volume and scanning for missed emails.



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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