

JUNIOR CHARTER SALES ASSISTANT



We look forward to receiving your application!

Simply Jet is an on-demand private jet charter brokerage company based in Lausanne, Switzerland. We are currently looking to expand and increase our market presence, with several job openings over the next months.

YOUR ROLE

As an integral part of our young company, and with the help of senior brokers, your main role will **be to accompany our international UHNW clientele throughout their private jet booking process, from a reservation inquiry up to the flight itself**. Your tasks will involve frequent communication with both the team and clients, sourcing suitable aircraft, negotiating with providers, coordinating flight requests, and ensuring comprehensive team updates. In your first 12 months, you will be assisting a Senior broker on all daily operations. You will also be responsible for building a portfolio and booking charter flights yourself. Upon successful completion of your first year, you will have the opportunity to advance to the position of an independent Charter Sales Executive. Surely, there is ample room for further career growth beyond this role.

PLACE OF WORK

The position is based in **Lausanne, Switzerland** and you might be required to travel for aviation events and/or flights you helped organize.

WHAT WE NEED FROM YOU

- Capacity to easily develop intercultural relationships.
- Strong decision-making and problem-solving abilities
- Strong organizational skills
- Excellent attention to detail and proactive mindset
- Willingness to work under pressure
- Impeccable demeanor and positive attitude

WHAT WE OFFER

- A unique experience in sales as a charter assistant
- A quickly developing work environment
- A challenging position with important responsibilities
- A competitive compensation

MANDATORY REQUIREMENTS

- **C2/C1 level English both written and spoken**
- C2/C1 level in French or German both written and spoken
- Bonus: An additional language from this list: *German, Arabic, French, Italian, Portuguese, Spanish*
- An interest in the private aviation sector

CONTACT US

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