



CHARTER SALES ASSISTANT (100%)

Simply Jet is an on-demand 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 dynamic and 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**. This includes a lot of communication with the team and several contacts with clients, sourcing aircraft and negotiations with our providers, arranging requests for the flight and keeping the team updated on every aspect. Your role will also involve accompanying and supporting the management and senior brokers with trainings, meeting preparation, data analysis, etc.

PLACE OF WORK

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

OUR REQUIREMENTS

- › Capacity to easily develop inter-cultural relationships
- › Strong decision-making and problem-solving abilities
- › Strong organizational skills
- › Excellent attention to details and pro-active mindset
- › Willingness to work under pressure
- › Impeccable demeanour 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 in English both written and spoken
- › C2/C1 level in French or German both written and spoken

BONUS

- › An additional language from this list:
Arabic, French, German, Italian, Portuguese, Spanish
- › An interest for the aviation sector

We are very much looking forward to receiving your application!

CONTACT US

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- ✉ hr@simply-jet.ch