CUSTOMER CARE MANAGER
(F / M / X)

Looking for a job that will take your career to new heights in the aviation industry? Look no further! Avcon Jet, a dynamic international business aviation company, is currently seeking ambitious individuals who are ready to take their career in aviation to the next level.

At Avcon Jet, we firmly believe that our people are the driving force behind our success. It's their passion and dedication that enables us to deliver outstanding service to our clients. That's why we're actively seeking like minded individuals who share the same aviation dream.

SALARY

The statutory minimum monthly salary for a full-time position is EUR 2.400 gross. However, the actual salary depends on the monthly number of working hours and your professional qualification and experience.

HOW TO APPLY

If you see the above requirements as a challenge and would like to impress us with your personality, send your application documents to **recruitment@avconjet.at**. Important: We ask you to explicitly mention the job title in the subject of your application: **Customer Care Manager**.

YOUR TASKS

- Management of the customer care process
- Prepare flights and communicate with clients and brokers from the sale of the flight until the safe operation and completion of the flight
- Dealing and communicating with internal and external partners
- Establish and consolidate customer relationships
- Administrative duties (invoicing, payment supervision and customer care, etc.)

YOUR PROFILE

- Excellent reading and writing skills in English language
- Additional language is a plus
- High level of customer service orientation
- Ability to build highly engaged relationships with a premium customer
- Energetic and passionate team player with entrepreneurial spirit
- Ability to work on own initiative and „hands on" mentality
- Problem solving skills and stress tolerant
- Flexibility to work varying schedules, including nights and weekends
- Proficient IT user skills (e.g. Microsoft Office Products)