

## ***Aviation Business Development Associate***

Reports to: Vice President, Commercial Operations

### **Required or Preferred Skills:**

- Bachelor's degree in Aviation Management, Communication, Sales, Marketing, or Business Management preferred, but not required.
- 5 years of prior experience in aviation, specializing in aircraft sales and management.
- Basic understanding and application of aviation regulations FAR Part 91, Part 135, Part 121.
- Ability to prospect and sell to targeted aviation markets.
- Knowledge of contracting with solid negotiating and decision-making skills.
- Excellent verbal and written communication skills.
- Ability to handle and maintain confidentiality of sensitive information.
- Professional and personable with the ability to work closely with clients and other team members.
- Self-motivated with the ability to work with minimal supervision, exercise independent judgement, discretion, and initiative.
- Ability to prioritize tasks effectively and manage multiple projects concurrently in a fast-paced environment.
- Aviation software experience a plus, not required.
- A knowledge of Salesforce.com or other CRM is preferred.
- Must be knowledgeable in Microsoft Office (Word, Excel, PowerPoint).
- Flexible – willingness to cover different shifts when called upon, work extra hours when needed and to overall behave like a true sales professional.

### **Duties and Responsibilities:**

- **Managed Aircraft Acquisition:** Develop and implement short and long-term sales strategies, goals, and objectives for signing up new aircraft management clients. Maintain a database of qualified leads through referrals, face-to-face interaction, cold-calling, direct mail, email, and networking. Ensure renewals of all managed aircraft customers.
- **Ad hoc Charter Sales:** Assist with Charter Sales as needed: Quoting charter trips, trip coordination, client expectations and contract reconciliation.
- **Loyalty Program Sales:** Responsible for selling new Loyalty Memberships and renewing existing Member Agreements. Manage all steps of the Loyalty sales process from lead generation through new customer onboarding and ongoing relationship management.
- **Maintain Client Relationships:** Identify and maintain regular contact with prospective new clients. Ensure clients receive the highest level of customer service and handle any trip issues that arise.
- **Industry Knowledge:** Establish and maintain industry awareness and competition to ensure BJI is staying active and competitive in the marketplace.
- **Prospective Clientele Management:** Prepare proposals, presentations, and sales contacts for new clients as directed.
- **Company Representation: Represent** the company at various community and business meetings and client visits. Ability to travel up to 30%.
- **Company Policies:** Will be responsible for maintaining a good working knowledge of BJI General Operations Manual (GOM) and applicable FAR's.
- **Sales Reporting:** Report Sales wins and losses to leadership on a weekly basis. Prepare customer contact and opportunity reporting

Email Resumes to [sales@bestjetsintl.com](mailto:sales@bestjetsintl.com) or apply on Best Jets LinkedIn Posting