

## JOB OPENING

Avcon Jet is a dynamic, international business aviation company offering a large range of aviation solutions. It is our people, who make the difference and provide an outstanding service to our clients. That's why we are searching for devoted people sharing the aviation dream as:

# Customer Care Manager full-time, Vienna



### YOUR DUTIES & RESPONSIBILITIES

- 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.)

### REQUIREMENTS

- 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)

Avcon Jet offers you a demanding range of tasks with a high degree of responsibilities and a great working environment in a young team. Minimum monthly salary is EUR 2.200. Overpayment is possible, depending on qualification and experience.

We are looking forward to receiving your application.

[recruitment@avconjet.at](mailto:recruitment@avconjet.at)

IMPORTANT: Subject must contain: CUSTOMER CARE MANAGER

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