



## FLIGHT LEVEL SERVICES

ELEVATE YOUR TRAVEL EXPERIENCE

**Job Title: Air Charter Sales Executive**  
**Part Time - Evenings & Weekend Coverage**  
**Location: Danville-Boyle County Airport**  
**Department: Air Charter Sales & Flight Operations**

### Position Summary

We are seeking a driven and customer-focused Air Charter Sales Executive to join our Part 135 Charter Sales team. This team is responsible for generating quotes, booking trips, handling trip logistics and managing client communications during trips. This role will focus on providing evening and weekend coverage to our Charter Sales team.

### Key Responsibilities

- Respond rapidly to inbound charter inquiries with accurate quotes and tailored solutions
- Coordinate charter flights, including, pricing, scheduling, and logistics
- Work closely with pilots and flight operations to ensure seamless trip execution
- Ensure compliance with FAA Part 135 regulations and company policies
- Provide exceptional customer service before, during, and after each trip

### Skills & Competencies

- Excellent communication, negotiation, and interpersonal skills
- High sense of urgency and responsiveness
- Strong organizational and multitasking abilities
- Ability to work under pressure and manage multiple trips simultaneously
- Customer-first mindset with attention to detail
- Ability to work flexible hours, including evenings and weekends outside of standard business hours.

### Compensation & Benefits

- Competitive hourly salary
- Performance-based incentives and bonuses
- Opportunities for career advancement within the company

### How to Apply:

Please submit your resume and a brief cover letter outlining your experience and interest in private aviation to [fiona@flightlevelservices.com](mailto:fiona@flightlevelservices.com)