



VIP CHARTER SALES ASSISTANT. VILNIUS, LITHUANIA

We are looking for a motivated and detail-oriented **VIP Charter Sales Assistant** to support our team in delivering outstanding service to clients worldwide.

Key Responsibilities:

- Client Communication: Assist the sales team with managing day-to-day client communications, ensuring a warm, professional, and VIP-level response at every touchpoint.
- Targeted Outreach: Drive engagement by helping to research, design, execute, and monitor tailored sales campaigns.
- Charter Flight Quoting: Calculate, verify, and send accurate flight offers and commercial quotes.
- Cross-Functional Collaboration: Act as a bridge between sales and other internal departments during flight preparation and execution.
- Operational Support: Assist the CCO and VIP sales team with ad-hoc administrative tasks.

What We Are Looking For:

- Fluent professional English (both written and verbal) is essential.
- High attention to detail, precision with numbers, and strong organization skills.
- A fast learner with high self-motivation who thrives in a fast-paced, dynamic aviation environment.
- Proficient in MS Office and CRM software.

What We offer:

- The unique opportunity to build a high-profile career within a globally recognized premium aviation brand.
- Work alongside an ambitious, passionate, and friendly team of industry experts.
- A dynamic workplace where no two days are the same.
- Free gym in the office.
- Free parking next to the main office building.
- Other benefits from Avia Solutions Group.

Salary: from 1550 € (brutto)

Salary comment: We will be happy to discuss the specific amount during an interview based on your experience and qualifications.

KlasJet is an exclusive private and corporate jet charter company, renowned as a leader in the provision of bespoke group flights worldwide. Operating one of the biggest Boeing 737-VIP fleets globally, the company stands out visually through its unique livery, and professionally through its reputation for offering meticulously personalised, high-quality customer service. From sports teams and entertainers, meetings and events, to diplomatic envoys and corporate business travel KlasJet can offer the perfect service tailored uniquely to any particular needs.