



## **PASSENGER CHARTER BROKER. GATWICK, UNITED KINGDOM**

**Are you ready to charter your own career?**

**The runway to success in global aviation begins here...**

Are you looking for an opportunity to work for a global brand where you can use your skills, be part of a diverse team and grow with a dynamic company?

This is a unique opportunity to leverage your expertise as a **Passenger Air Charter Broker** and contribute to the continued success of a leading global brand!

We will provide the successful candidate with training, as well as the industry know-how.

### **Purpose of Role**

- To manage all aspects of a charter flight from initial request to putting offers together, following up with client and carrying through to booking and handling of flight operation to its completion.
- To maximise business opportunities by offering tailored solutions to meet client requirements within budgetary and operational restrictions whilst making a suitable profit for the company.
- To generate and manage a portfolio of clients and actively develop new business through initiative including following up on new leads, client recommendations and networking opportunities.

### **Key Responsibilities**

- Communicate and negotiate with aircraft providers to procure the best value for clients.
- Ensure timely and detailed offer information is provided to clients.
- Ensure all contracts, insurance, and regulatory matters are compliant and meet company requirements.
- Verify supplier contracts and ensure all terms comply with company agreements.
- Issue flight briefs with all relevant flight information.
- Liaise with clients to identify requirements and source competitive aircraft charter solutions.
- Maintain and develop relationships with key clients and new business leads.
- Ensure clients are informed of any developments related to their bookings.
- Participate in conference calls to ensure effective information sharing.
- Treat sensitive data confidentially and professionally.
- Identify new potential areas for business development.
- Support sales activity for new business development.
- Verify supplier invoices and communicate with accounts to issue client invoices accurately.
- Record all pertinent customer information in the Company CRM system in a timely manner.

- Provide leadership, mentoring, and training to brokers, fostering a collaborative and motivated team environment.

### **Qualities We Look For**

- Team player working in a fast-paced environment
- Sales and negotiation skills
- Relationship building/account management skills
- Strong problem-solving skills and decision-making aptitude
- Goal-oriented, self-disciplined, and self-motivated
- Strong ethics and reliability
- Strong leadership skills
- Highly organized with meticulous attention to detail
- Ability to successfully balance client needs with business objectives

### **What's In It For You**

- Competitive salary
- Comprehensive benefits package
- Opportunity to join a global company and be part of a diverse international team
- Unlimited access to thousands of courses on LinkedIn Learning platform

With over 50 years of experience, the Chapman Freeborn Group provides a diverse range of aviation-related services on a global basis. Our expertise in all areas of the air charter industry makes us the number one choice for many of the world's leading logistics providers, multinational corporations, travel partners, and well-known names from the entertainment business.

Chapman Freeborn is a family member of Avia Solutions Group, a leading global aerospace services group with almost 100 offices and production stations providing aviation services and solutions worldwide. Avia Solutions Group unites a team of more than 11,500 professionals, providing state-of-the-art solutions to the aviation industry and beyond.

Chapman Freeborn aims to promote equality, diversity, fairness and respect for future and current staff at all levels of the organization. We aim to provide equal opportunities in all aspects of employment and to ensure that the talent and skills of all individuals are maximized.

Chapman Freeborn provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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Chapman Freeborn combines over 46 years of experience with unrivaled global coverage to meet the air charter requirements of customers 24 hours a day, 365 days a year. The company's diverse client

base includes major corporations, governments, non-governmental organizations (NGOs) and relief agencies, as well as high net worth individuals (HNWIs) and prominent figures from the entertainment world.