



BUSINESS AVIATION ADVISOR. REMOTE/WORK FROM HOME , UNITED STATES OF AMERICA

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?

We are looking for **Business Aviation Advisors** who have a passion for the air charter, aviation, or travel industry; thrive in a fast-paced environment, and want to learn and grow with the global Chapman Freeborn Airchartering team.

You bring the passion and experience; and we provide the training and the opportunity to embark on a long and successful career in aviation, with growth and development opportunities.

The position is available in New York City or in a Remote workplace setting.

We will provide the successful candidate with training, as well as industry know-how. Bringing strong professional connections from clients and customer relationship management skills are essential for a successful candidate to bring.

Purpose of Role

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

Key Responsibilities

- Communicate effectively with aircraft providers: Obtain the best offers and negotiate when necessary to ensure optimal flight options for clients.
- Negotiate and procure best value: Negotiate with aircraft providers to secure cost-effective solutions for clients' charter needs.
- Timely and accurate client communication: Provide clients with detailed and accurate flight information promptly to assist in decision-making.
- Flight confirmation and follow-up: Work diligently to secure flight confirmations and maintain regular follow-up with clients and providers.

- Legal and regulatory compliance: Ensure contracts, insurance, and regulatory matters are accurately handled, meeting legal requirements and company standards.
- Supplier contract verification: Thoroughly review supplier contracts to align with company charter agreements and terms.
- Issue comprehensive flight briefs: Compile and provide comprehensive flight briefs containing all relevant flight-related details.
- CRM management: Record all relevant customer prospect information promptly and accurately in the Company CRM system.
- Stay updated on industry knowledge: Continuously stay informed about the latest operational capabilities of aircraft, airports, operators, and handlers.
- Relationship management: Maintain and cultivate relationships with key clients, new business leads, and industry partners to maximize business opportunities.

Qualifications

- 3+ years of industry experience
- Team player to work in a fast-paced environment
- Strong relationship-building, account management & customer service skills
- Strong problem-solving skills and decision-making aptitude
- Strong ethics and reliability
- Strong leadership skills
- Highly organized with meticulous attention to detail
- Analytical and goal-oriented
- Ability to successfully balance client needs with business objectives

What We Offer

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

With 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 7000 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.

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.