

TEAM LEAD, IDEFIX: IN-HOUSE TRAVEL AGENCY (F/M/D)



At Avcon Jet, our mission is to provide our customers with turnkey business aviation solutions that offer maximum flexibility. Since our founding in 2007, we have been one of the most dynamic business aviation companies in the European market, operating over 100 aircraft worldwide. Our customers benefit from a wide range of business aircraft models, a global network of offices and our reliable team of aviation experts. Idefix Flight Travel GmbH is our in-house expert for business travel and VIP luxury travel.

HOW TO APPLY

If the following requirements fit your profile and you would like to impress us with your personality, send your application documents to recruitment@avconjet.at.

Important: We ask you to explicitly mention the job title in the subject of your application: **IDEFIX**



YOUR PROFILE

- You have completed relevant training or further training in tourism (e.g. IATA agency) and have several years of experience in luxury travel and/or business travel.
- Market knowledge: You have in-depth knowledge of the travel sector as well as strong negotiating and sales skills.
- Leadership skills: You are a leader with a structured and precise way of working and the ability to think methodically.
- Commercial knowledge: Experience in costing, invoicing, post costing and basic accounting skills.
- IT: Proficient IT user skills (MS Office, Amadeus).
- Languages: Excellent written and spoken English.
- Work authorization: You have the right to work and live in Austria or are applicable for a Red-White-Red Card (work permit).
- Personality: You are service-oriented, a team player, solution-oriented and show initiative.

This combination of specialist knowledge, leadership skills and a passion for travel makes you the ideal candidate for this position.



YOUR TASKS

- Luxury travel: You will design and implement exclusive travel packages for Aircraft Owner and VIP clients that offer unforgettable experiences. This includes seasonal and customized packages that you market internally and externally.
- Customer and partner support: You maintain close contact with partner hotels and rental car agencies, negotiate contracts with new business partners and ensure that our customers benefit from these services.
- Operational tasks: You will take care of bookings for hotels, rental cars and flight tickets and ensure fast and efficient processing.
- Business trips: You ensure that our crews arrive reliably and efficiently at work locations, training sessions and back home. You will comply with travel guidelines, provide expert advice and check the invoices.
- Controlling and reporting: You monitor bookings, invoices and payments, create key figures and reports for management.
- Leadership and strategy: As a manager, you will be responsible for the duty roster, lead a team of experienced employees and develop sales and communication strategies for both internal business travel and the VIP segment.
- Strategic purchasing: You will conduct contract negotiations independently and build personal relationships with our regular customers in the luxury travel segment.

These tasks combine strategic thinking, operational skills and a strong service orientation to set new standards in the business and luxury travel sector.



WE OFFER YOU

- A permanent position in an international corporate environment.
- Flexible working hours with the option of working from home on a regular basis.
- A bright workplace in a modern office near the city centre.
- The job ticket and an attractive e-bike program after three months of employment.
- Regular employee events.
- The collective agreement provides for a minimum salary of € 2,539 for 38.5 hours; overpayment is possible with appropriate qualifications.