



**JOB DESCRIPTION** : TRAVEL/AIR CHARTER INTERNSHIP

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Position Type : Part-Time Time (6 months)

Base : Paphos, Cyprus

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**Flitestar | The Air Charter Company** is currently recruiting for a Travel/Air Charter Intern to join the team at its new Eastern Mediterranean Regional Office in Paphos, Cyprus. We are looking for a confident and proactive individual who is looking to further develop their career within an exciting and vibrant team, with an opportunity to grow and thrive within the air charter & travel industry.

## **THE POSITION**

As a Travel/Air Charter Intern, you will be responsible for processing & confirming aircraft charters for individuals, groups and corporate clients, planning, confirming and executing tailor-made itineraries including land, air and sea components, creating and managing databases and mailing lists.

You will receive training and experiencing in:

- Working as an Air Charter Broker
- Working as a Luxury Travel Consultant
- You will also obtain experience in Administration and Social Media

## **ABOUT YOU**

Travel. If you don't love it and haven't done it, then maybe this position isn't for you! We are looking for a bubbly, outgoing person who simply loves sharing their passion for travel with others (and a love for aviation won't do any harm either).

You will need to have a passion for attention for detail, display a creative flair, be able to work independently to target with a high degree of accuracy and consistency. We will work with you to train you up into the art of crafting tailor made travel and cruises for discerning clients and booking private jets!

- Have a love for aviation and travel.
- You will need to have a good knowledge of MS-Word and MS-Excel and be fully computer literate.

- You must be fluent in both written and spoken in English. A second language is such as Greek is an advantage.
  - You must have the right to live and work in the European Union.
  - Strong relationship building, account management & customer service skills
  - Highly organized with meticulous attention to detail
  - Ability to work under pressure and to tight deadlines
  - A collaborative and positive team player with a good sense of humour
  - Hardworking and flexible. This is currently a 09h00-13h00 Mon-Fri position but flexible to study requirements.
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### **THIS IS A PAID INTERNSHIP**

- An hourly rate will be payable dependent upon monthly hours worked.
- A welcoming, enjoyable and interactive environment

Diversity & Inclusion: Flitestar is proud to be an Equal Opportunity and Affirmative Action employer. We celebrate diversity and are committed to creating an inclusive environment for all employees irrespective of gender, age or orientation.

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### **HOW TO APPLY**

Please forward your Curriculum Vitae AND a one page cover letter motivating your application and why you feel that you would be the right candidate for the above position to:

**Closing Date for Applications:** Friday 24 March 2023

**Position Start Date:** April/May 2023

For queries or to apply, please email:

**Email:** [takeoff@flyflitestar.com](mailto:takeoff@flyflitestar.com)