



Sales Coordinator

Jet-Care International is a laboratory that specializes in engine health monitoring. With three laboratories worldwide, we are an industry leader with over 40 years experience in the field. We are looking for a motivated, dynamic, well-rounded individual who, with training, will perform duties associated with generating new business in the aviation (or marine or industrial) industry. This is a customer-facing position. We are looking for an eager achiever; someone hungry to excel who functions well in a team environment, and who's capable of handling an abundance of different tasks promptly and efficiently.

These tasks may include but are not limited to the following:

- Generating new business for the various laboratory services provided to the aviation industry
- Contacting operators to discuss services covered by contractual agreements, and additional services Jet-Care provides
- Routine customer contact and contractual service reviews spanning North and South America
- Upselling, discussing additional services available not currently used by an operator
- Handle incoming customer inquiries, qualifying customer needs and questions in the most professional manner
- Establish new and maintain current client relationships
- Proactively identify and resolve client concerns
- General trade show support, some travel required (10%)

Requirements:

- Bachelor's Degree in Marketing, or Business Administration from an accredited institution, or equivalent years experience
- Excellent organizational, attention to detail, and analytical skills
- Exceptional customer service and phone demeanor
- Professional attitude and solid interpersonal and communication skills
- Able to work under pressure, multitask, as well as meet deadlines
- Must have a good standard of written and spoken English and ability to work and communicate effectively at all organization levels, both internally and externally
- Skilled in the use of Word, Excel and Outlook (required)
- Strong work ethic, be dependable and reliable and functions well with team
- Maintain a neat and professional appearance

This is a full time position; hours are 09:30 - 18:00. We provide complete training and a lucrative benefits package upon completion of the probationary period. References required, mandatory pre-employment drug/alcohol testing and background check. Jet-Care is an Equal Opportunity Employer. Veterans welcome.

Please apply with your latest resume, professional references, a covering note and an indication of your salary expectations, via email to bethglass@jet-care.com. Applications without these details may delay processing.