

### **Job Posting for Senior Air Service Consultant**

Ailevon Pacific Aviation Consulting ([www.ailevonpacific.com](http://www.ailevonpacific.com)) is a boutique air service development firm serving the needs of airports and communities across the nation and around the world. Ailevon Pacific was started with the recognition that Air Service Development consulting is best done at a personal level and those relationships are the cornerstone of our philosophy.

Our company continues to grow. As a result of this, we are looking for a skilled **Senior Air Service Consultant/Project Manager** to join our firm. The successful candidate will be assigned full time to a large US hub airport - one of our newest clients. This client is a top-10 airport and destination in the United States.

### **Roles and Responsibilities**

This role is a full-time salaried position tied directly to the long-term success of this client. Therefore, the Consultant will be 100% accountable for all client deliverables and the overall satisfaction of our client. The following list of responsibilities is not exhaustive, but covers the main functions:

- Represent client at all industry conferences, plus host guests in the client's home city as required.
- Global airline HDQ visits, typically done during the week before or after a conference.
- Rapidly develop and maintain relationships of trust with the client, key local stakeholders (hotels, etc.), and airline contacts.
- Track and manage all client projects in project management software and supply the client with a weekly task report.
- Weekly status update with the client to go over the task report and other projects.
- Ability to query DOT and IATA data, analyze it, and create exhibits in Excel and PowerPoint for presentations.
- Develop expert-level PowerPoint slides to be used in airline meetings (focusing on clearly outlining the message with expert-level design/delivery)
- Develop and run monthly and quarterly traffic reports for the client using industry data / Excel / Access, etc.
- Execute various ad-hoc client projects as requested.

### **Experience Required**

This position requires a combination of education and experience reflecting possession of the required knowledge, skills and abilities:

- 3+ years of relevant experience in positions such as an Air Service Consultant, Airline Planner, Airline Revenue Management, Airline Marketing, Airport Management, etc.
- Demonstrated consulting/executive presence and diplomacy skills.
- Must possess exceptional analytical skills, with experience in utilizing industry data portals such as Diiio, Sabre ADI, Data Base Products, etc.
- Strong background and experience in Excel, Access and PowerPoint.
- Consulting/executive written and verbal communication skills, coupled with outstanding interpersonal skills demonstrating a high degree of attention to detail and accuracy.
- Use of the Mac operating system is a plus.
- Prior experience as a self-starter in a work-from-home environment is ideal, but not required.

### **Additional Information**

- This is not a sales position. This is a salaried consulting position to support our client.
- This is a work-from-home position; therefore candidates can be located in any US city provided they have easy/unrestricted access to a major airport. The ideal candidate would be located in Dallas, TX; Atlanta, GA; Chicago, IL; on the West Coast; or potentially be willing to relocate to the client city.
- The candidate must be a self-starter as this is a work-from-home position. There will be minimal day-to-day oversight; however, there are high expectations that the job performance will continually "wow" our client.
- Job is home-based, but candidate must be able to travel to/from the client city / HDQ visits / conferences as needed to maintain the client relationship. Candidate must be comfortable with what could be (at least) 30% travel with trips being multi-day in nature.
- Full ability to travel with no restrictions/conditions of entry into all major countries, including China, Japan, Korea, Canada, United Kingdom, European Union, Caribbean, Latin America. If needed, we will assist in securing any necessary travel visa(s).
- Candidate must be authorized to work in the United States. Sponsorship will only be considered for highly qualified candidates.

**Please submit your resume for candidacy to [careers@ailevonpacific.com](mailto:careers@ailevonpacific.com).**