



Assistant to Revenue Management

Alaska Seaplanes' Revenue Department is hiring an Assistant to Revenue Management to join our team, located in Juneau! Alaska Seaplanes is the premier commuter airline, serving 14 communities throughout Southeast Alaska. Our office is located next to the Juneau International Airport, with views of the mountains and tons of flight action surrounding us.

We are seeking a positive team player with excellent organizational and customer service skills, who will provide key support to the Director of Revenue. The right individual will have the ability to multi-task efficiently and constructively, while working in a busy and ever-changing environment.

Work Schedule: This is a full-time permanent position. Five days a week, Monday – Friday, eight hours per day between 8am and 5pm.

Compensation: Hourly rate will vary based on experience, starting between \$19 - \$22.

Assistant to Revenue Management Job Responsibilities:

- Field customer charter and tour inquiries in a timely manner across several communication mediums, email, phone, in-person, etc.
- Manage seat inventory and pricing to maximize passenger revenue
- Schedule and coordinate charters for internal and external customers
- Provide customer fare quotations and create bookings
- Assist with all operations related to GDS
- Assist with filing schedules and fares loaded in various systems and GDS platforms as needed
- Assist the customer through the charter or tour booking process from fare quote to sale
- Communicate and coordinate with Dispatch regarding scheduling of charter flights
- Provide an accurate description of the charter and tour packages we offer to customers
- Provide assistance to the Revenue Management department
- Download and manage data for reporting purposes
- Understand and have received training on the Alaska Seaplanes Operational Specifications, General Operations Manual and Operational Control policies and procedures
- Present a professional and positive image of Alaska Seaplanes
- Comply with all safety procedures and airline policies
- Other duties as assigned

8907 Yandukin Drive
Juneau, AK 99801
(907) 789-3331



Benefits:

- Medical and Dental
- 401k retirement plan with generous company match
- \$50,000 life insurance plan paid by the company
- Paid Time Off
- Flight/freight benefits with Alaska Seaplanes
- Flight benefits with Alaska Airlines and Delta
- Reciprocal benefits with several local vendors

Qualifications:

- Ability to gather data and facts and decide a logical path forward
- Knowledge of or ability to learn how to use multiple computer systems including but not limited to: Word, Excel, Takeflight, Videcom and ATPCO
- Must be able to communicate clearly and effectively
- Must be 18 years of age
- Must be a United States Citizen or provide proof of right to work in the United States
- Must be punctual and dependable
- Must be able to fluently read, write, and speak English

If the Alaska Seaplanes' Assistant to Revenue Management position sounds like the right fit for you, we'd love to hear from you! To apply, please email your resume to hr@flyalaskaseaplanes.com.

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