

ADMINISTRATION AND ACCOUNTING FOR IN-HOUSE TRAVEL AGENCY

30 – 38,5 H / WEEK (F / M / X)



Looking for a job that will take your career to new heights in the aviation industry? Look no further! Avcon Jet, a dynamic international business aviation company, is currently seeking ambitious individuals who are ready to take their career to the next level.

At Avcon Jet, we firmly believe that our people are the driving force behind our success. It's their passion and dedication that enables us to deliver outstanding service to our clients.

Idefix Flight Travel GmbH is our in-house expert for business travel and VIP luxury travel.

HOW TO APPLY?

If you consider these requirements as your challenge and 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 a university entrance qualification in a commercial school and at least one year of relevant experience, or adequate experience in the job.
- You are interested in Business Travel
- You have good reading, writing and communication skills in German AND English (B2 – both languages)
- You have good IT user skills (MS Office) and a playful approach to learning new applications/tools and perfecting their use and making processes more efficient.
- You have knowledge in Accounting and already some experience in using **bmd**
- You have the right to work and live in Austria, i.e., you already have a work visa or can successfully apply for a Red-White-Red Card.



YOUR TASKS

- Invoicing - You independently collect and insert all relevant data in our tool (umbrella) to issue the invoices and save the documents for Accounting
- Reporting – out of your tools, you run reports for clients (internal and external) about bookings
- You support booking agents with administrative tasks, handle customer inquiries, internal and external, by phone and in person and support with flight, hotel, and car rental bookings for our customers in the Business Travel sector, ensuring our crews reliably reach their deployment locations, training sessions, or return home
- After familiarizing yourself with invoicing, you will be interested and ready to take on further tasks in the accounting area in our accounting tool bmd.



WE OFFER YOU

- A permanent position in an international corporate environment
- Flexible working hours with the possibility for regular day-by-day home office
- A bright workspace in a modern office near the city center
- Job ticket and attractive e-bike program after three months
- Regular employee events
- The monthly minimum salary for this position is EUR €2,500 for 38,5 weekly hours