



Job Title: Sales Representative
Starting Wage: \$31,200.00 or DOE
Department: Marketing
Reports To: Director of Marketing & Sales
Essential Functions: Sales & Marketing

Duties and Responsibilities:

1. Work with new and existing clients regarding: Corporate Website, charters, special fares, special events.
2. Work with existing customers and keep them updated on enhancements and new programs.
3. Develop Client Base for future sales:
 - a. Anchorage base corporate
 - i. Native Associations
 - ii. Oil Base companies
 - iii. Local and state governments
 - b. Fishing Companies in Seattle, Anchorage, Bristol Bay, SW communities
 - c. Tour companies
 - d. Travel Agencies – Anchorage, Seattle
 - e. Community based corporate
 - i. Schools
 - ii. Lodges
4. Assist in the development of new clientele in both Anchorage and outside communities – in conjunction with Marketing
5. Monthly Events; including luncheon and after hours functions
 - a. Chamber of Commerce in Anchorage
 - b. ABTA
 - c. ACVB
 - d. AACA
 - e. Salmon Cannery Association – Seattle
 - f. Fish Expo – Seattle
6. Work with Marketing Director & Station Managers on community events, etc.
7. Charter Customers
 - a. follow-up
 - b. create new clients

Knowledge/Skills/Abilities:

1. Proficient in microsoft word, excel and outlook as well as filemaker and photoshop.
2. Works independently, using invention, originality, exercising discretion.

Visit www.penair.com to download an application. Please send resumes to: PenAir, Attn: Human Resources, 6100 Boeing Avenue, Anchorage, AK 99502. You may also contact our Human Resources Department directly at 907-771-2523 or at hr@penair.com.