



## **ADMINISTRATIVE SPECIALIST. VILNIUS, LITHUANIA**

### **WHY US?**

Avion Express is a narrow-body ACMI (Aircraft, Crew, Maintenance, Insurance) and charter operator. Avion Express provides top-level short and long-term aircraft wet-leasing (ACMI) solutions and also offers its clients aircraft on a charter basis. The company operates an Airbus A320 family aircraft fleet.

Avion Express is looking for ambitious professionals to support the company's matters and further development of the company. The position is based in Vilnius, Lithuania.

The company creates a supportive work environment and conditions for employees to grow, both professionally and personally.

### **ARE YOU READY TO?**

- Provide highly professional assistance to clients, staff and guests.
- Handling incoming and outgoing correspondence (e-mails, phone calls, mail).
- Organizing and maintaining files, records and documents.
- Entering and updating data in company databases.
- Restocking office, kitchen, stationery, janitorial and restroom supplies.
- Ensuring workspaces, kitchen, conference rooms and common areas are clean and organized.
- Assisting with organizing teambuilding's, company events.
- Assisting in project management and office workflow optimization.
- Supporting staff members by accomplishing related requests as needed and deal with general office day to day tasks.

### **DO YOU HAVE WHAT IT TAKES?**

- Organized, self motivated, focused, detail oriented.
- Comfortable working in an international environment.
- Ability to multitask and respond well under pressure.
- Excellent computer skills.
- Helpfulness, politeness and positive attitude.
- Excellent command of Lithuanian and English.

### **DOES IT SOUND APPEALING?**

- Position, based in Vilnius, Lithuania.
- Friendly atmosphere in a modern business center.

- Competitive salary (starting from 1500 to 1900 € gross, depending on your experience) and social benefits, including health insurance.
- Other benefits: lunch compensation, opportunity to book standby flights, access to the childcare room, gym for your physical and mental health (Mindletic), daily coffee and fruits and weekly pastries, birthday day-off, gifts for marriage, childbirth and other significant life occasions.
- Access to the VIP lounge and discounted tickets at the Twinsbet Arena.
- Opportunities for professional and personal growth.
- Opportunity to work in a truly international business environment.

Salary: from 1500 € to 1900 € (brutto)

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**Avion Express** is the largest narrow-body ACMI operator in the world. The company operates it's Airbus A320 family aircraft fleet across Europe, as well as Africa, South America and the Asia-Pacific region.