

PROJECT MANAGEMENT OFFICER. VILNIUS, LITHUANIA

Avia Solutions Group is the leading aviation business group, operating across all the continents with offices in Ireland, USA, Asia Pacific, UAE, Lithuania, South Africa, Australia. Backed by 14,000 highly skilled aviation professionals, the group is the largest global ACMI (Aircraft, Crew, Maintenance, and Insurance) provider, operating around 200 aircraft fleet. The Group also provides various aviation services such as MRO (maintenance, repair, and overhaul), pilots and crew training, ground handling and other interconnected solutions.

One of our subsidiary companies, **Aviator**, is searching for **Project Manager Officer (PMO)** with a strong and self-confident personality, able to work well with others in a fast-paced, dynamic environment, moreover - with demonstrated high degree of accuracy and attention to details. Aviator Airport Alliance AB is a Swedish holding company with 10 subsidiaries in Sweden, Denmark, Norway and Finland.

Main Responsibilities:

- Support the development and implementation of project management governance, including templates, standards, and methodologies.
- Assist project teams in applying governance frameworks and best practices.
- Monitor compliance with project management standards across the group.
- Generate and maintain portfolio-level reports and dashboards to support decision-making and resource planning.
- Provide guidance and support to project managers and teams to raise project management maturity.
- Support on project management training.
- Contribute to the continuous improvement of project management processes and tools.
- Support strategic group projects with coordination, documentation, and reporting.
- Administer and optimize the use of Jira as the central project management tool.

Requirements:

- Bachelor's degree in business, Technology, Finance, or a related field.
- At least 2 years of experience working on projects, project portfolios or programs.
- Experience in a PMO or project support role, ideally within a multi-country or group-level organization.
- Strong understanding of project management governance and portfolio reporting.
- Hands-on experience with Jira for project tracking and reporting is a strong advantage.
- Familiarity with project management methodologies and tools.
- Certification in PMO-CP, P3GP, IPMO, or equivalent is a strong advantage.
- Excellent organizational, analytical, and communication skills.
- Ability to work collaboratively with diverse stakeholders and teams.
- Fluency in English, both written and spoken, is essential, and proficiency in additional Scandinavian

languages (Swedish, Danish, Finnish, Norwegian) is highly advantageous.

What do we offer?

- Opportunity to work in a vibrant international and ever-growing business aviation environment.
- Opportunities for professional and personal growth; foreign language training.
- Gym and Yoga classes for your physical health and Mindletic for mental health.
- Children's room where you can leave your kids to play with supervision.
- Well-being initiatives focused on creating a healthy, balanced and engaging work environment.
- Various benefits related to employee life cycle in organization.
- Parking or public transport tickets.
- Electrical cars spots near the office.
- Discounts and special offers from various partners.

Salary starting from 3000 EUR (including taxes), with potential ranges based on experience.

Join the multicultural environment of one of the largest aviation groups in the world and take a pivotal role in driving the financial success of an industry leader!

Salary: from 3000 € to 4000 € (brutto)