



EXECUTIVE ASSISTANT TO CEO & COO. VILNIUS, LITHUANIA

ABOUT COMPANY:

FL Technics is a global provider of tailor-made services for aircraft maintenance, repair, and overhaul (MRO), delivering solutions to commercial aviation customers worldwide. FL Technics operates in a vast network of representative offices, hangars, and shop facilities, as well as the largest independent line maintenance stations network across Europe, Asia Pacific, Africa, the Middle East, and Canada.

Recognized as Top Employer of 2024, awarded by the Top Employers Institute, FL Technics demonstrates continuous effort and investments to create a great work environment and ensure the well-being of the ever-growing team in Lithuania and across the globe.

FL Technics is part of Avia Solutions Group, the world's largest ACMI provider, operating a fleet of 192 passenger and cargo aircraft worldwide.

YOUR TASKS:

- Support the day-to-day operations of the CEO's & COO's offices and handle ad hoc tasks as needed.
- Proactively
- anticipate the CEO & COO needs, planning ahead to address potential opportunities and challenges.
- Organize, prioritize, and maintain the CEO & COO calendars, ensuring optimal time management.
- Act as a point of contact between the CEO & COO and internal/external stakeholders, maintaining professionalism and confidentiality.
- Assist with cross-functional projects by tracking timelines, deliverables, and key milestones.
- Act as a liaison between the CEO, COO and various departments, ensuring efficient communication.

WHAT YOU SHOULD BRING:

- Bachelor's degree in Business Administration, Communications, or a related field preferred.
- 5+ years of experience as an Executive Assistant, preferably supporting C-suite executives.
- Exceptional organizational and time-management skills.
- Ability to handle confidential information with discretion.
- Good Level of English language proficiency;
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).

WORKING AT FL TECHNICS:

- Exclusive experience to the aviation business industry;
- Flexible working hours to promote work-life balance;
- Work remotely for up to one month a year;
- Additional private health and accident insurance;
- Discount system with partnering companies;
- Access to internal training and courses;

- Complimentary in-house gym and other sports activities;
- Supporting and cheering for your success team;
- Competitive salary range from 3000 Eur Brutto, final offer will be proposed based on your experience and competencies.

Seize this opportunity to soar to new heights with FL Technics! Apply now and be part of a globally acclaimed team shaping the future of aviation.

Salary: from 3000 € (brutto)

FL Technics is a global provider of aircraft maintenance, repair, and overhaul (MRO) services. The Company specializes in base & line maintenance, spare parts & component support, engine, APU & LG management, full aircraft engineering, and technical training. FL Technics is an EASA Part-145, Part-M, Part-147, Part-21 as well as FAA-145 certified company with hangars in Lithuania, Indonesia and China as well as line station around the world.