



LOGISTICS AND MATERIALS SPECIALIST. VILNIUS, LITHUANIA

Responsibilities:

- Procure aircraft parts, tools and maintenance materials in accordance with operational requirements and ensure timely delivery.
- Take ownership of AOG and critical procurement and logistics cases, ensuring timely material availability through effective coordination with suppliers, logistics providers and internal stakeholders.
- Verify airworthiness documentation and certification of all procured aircraft parts in compliance with EASA requirements.
- Negotiate pricing, lead times and material availability to support operational needs and cost efficiency.
- Coordinate material transportation, customs clearance and deliveries with freight forwarders, customs agents and suppliers.
- Coordinate receipt and storage of purchased materials in cooperation with warehouse teams.
- Maintain adequate stock levels of spare parts and support inventory optimization.
- Liaise with Engineering, Maintenance, Finance and other internal stakeholders to ensure smooth operational support.
- Prepare procurement and logistics reports, monitor supplier performance and support operational decision-making.
- Contribute to the continuous improvement of procurement, warehouse and logistics processes.

Requirements:

- Bachelor's degree.
- Minimum 2 years of experience in aviation logistics, materials management, procurement or a related field.
- Proven ability to take ownership, manage priorities independently and make decisions under operational pressure.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent organizational and time management skills.
- Ability to prioritize multiple urgent tasks in a fast-paced operational environment.
- Customer-oriented mindset with a strong focus on supporting operational continuity.
- Proactive attitude, willingness to learn and continuously improve processes.
- Ability to work both independently and collaboratively within a team.
- Excellent written and spoken English.

We offer:

- An interesting and challenging position within an international company in a fast-moving and fascinating aviation industry;
- Friendly atmosphere in a modern business center;

- All conditions and opportunities for professional and personal growth;
- Possibility to implement innovative ideas and solutions;
- Additional Health insurance according to the company policy;
- Free gym in the office;
- Free childcare zone;
- Other benefits from Avia Solutions Group.

Salary additional information: The final salary is a matter of agreement as it depends on the experience and competencies of the candidate.

Salary: from 2600 € to 3800 € (brutto)

KlasJet is an exclusive private and corporate jet charter company, renowned as a leader in the provision of bespoke group flights worldwide. Operating one of the biggest Boeing 737-VIP fleets globally, the company stands out visually through its unique livery, and professionally through its reputation for offering meticulously personalised, high-quality customer service. From sports teams and entertainers, meetings and events, to diplomatic envoys and corporate business travel KlasJet can offer the perfect service tailored uniquely to any particular needs.