



## **TRAINING MANAGER. LLEIDA, SPAIN**

This is an opportunity to join the Aviation Academy Training team in Lleida and play a key role in shaping the journey of future airline pilots. You will work in a truly international environment, supporting students from more than 80 countries as they progress through professional pilot training programs. BAA Training operates across Europe and Asia, with offices in Vilnius, Paris, Barcelona, Lleida, Ho Chi Minh City and Delhi. Aviation is fast-paced, structured, and multicultural. If you enjoy coordination, working with people, and keeping complex processes running smoothly, this role may be a great fit.

### **We promise a highly challenging field and wide scope of responsibilities, which will initially cover:**

- Plan, organize, and ensure timely delivery of aviation training programs.
- Plan and schedule theoretical training sessions for assigned student groups.
- Coordinate training schedules with the Dispatch department to ensure operational alignment.
- Lead and support onboarding activities during the initial days of each new training group.
- Maintain regular communication with student pilots and instructors, providing clear and reliable support.
- Cooperate closely with internal teams, external partners, and aviation authorities.
- Manage student documentation in line with national and international regulatory requirements.
- Coordinate official examinations with relevant authorities and regulatory bodies.
- Monitor student progress and support examination processes when required.
- Prepare training service agreement extensions and terminations.
- Compile student progress reports, reference letters, and other training-related documentation.
- Oversee and administer student-related financial information.
- Manage and submit material and equipment requests for upcoming training groups.
- Track, analyze, and present KPIs related to planned and delivered theoretical training.
- Proactively identify issues, propose improvements, and support process development.
- Work in line with approved company processes and participate in daily Lean-based meetings.
- Contribute to short-term and long-term goals aligned with company strategy.
- Carry out other tasks assigned by your direct manager.

### **We dream about a team member who:**

- Has at least 1 year of experience in administration, project coordination, training operations, or scheduling.
- Is confident using Microsoft Office 365 and has solid general computer literacy.
- Works independently, takes ownership, and follows tasks through to completion.
- Can manage several priorities and ongoing activities at the same time.
- Thinks analytically and approaches problems in a structured way.
- Is open to sharing knowledge and collaborating with others.
- Uses English confidently in a professional environment.
- Speaks Spanish (an advantage).

- Has strong time-management skills and a flexible mindset.
- Brings a positive, respectful attitude and a willingness to learn.
- Has an interest in aviation and enjoys working in an international setting.

**What we offer you:**

- A health Insurance package after 3 months working for the Company.
- Contribution to your pension fund for seniority
- Work from home in compliance with company policy.
- Additional holiday days for loyalty after 2 years of work for Company.
- A Wellness Day to take care of yourself and a Birthday Day to celebrate.
- Mental gym to support your emotional wellbeing from Mindletic.
- An entertainment flight with a full flight aviation training simulator.
- Convenient parking space at the company campus.
- Extensive on boarding plan to ease your integration into the company.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve as well as duty trips to headquarters in Lithuania.
- Opportunities to grow. if you're motivated to develop your career, we have plenty of real examples to prove it's possible.

We offer career opportunities at different levels within this position depending on your experience. Feel free to apply, and we'll discuss the best match for you during the process.

Salary: from 1500 € to 1850 € (brutto)

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**BAA Training** is one of the TOP 3 biggest independent aviation training centres in Europe providing a full scope of aviation training solutions on both - B2B and B2C levels. We are accelerating with the ambitious expansion in Europe and Asia and working with clients from 96 countries. Our mission is to provide aviation community with highly-qualified aviation professionals.