



TRAVEL OFFICER. VILNIUS, LITHUANIA

Always looking to the future, our team of private aviation professionals are constantly sourcing improved ways of ensuring the delivery of the highest standards before, during, and after every private flight undertaken. Would you like to become a part of fun, talented and young team that is passionate about aviation? Is it your strength to find the best hotels at the best price? If you answered yes to any of these questions, you should definitely contact us.

RESPONSIBILITIES:

- Handle and manage travel requests, including booking flights, accommodation, and ground transportation.
- Maintain and update the internal travel management system, ensuring accurate and up-to-date records.
- Address travel-related inquiries and resolve any issues or complaints efficiently.
- Coordinate with other departments to understand their travel needs and ensure logistical arrangements are in place.
- Monitor travel expenses and look for ways to optimize cost savings.
- Collaborate with senior staff to support process improvements and data analysis.
- Perform other relevant duties according to operational needs.

REQUIREMENTS:

- At least 1 year of experience in travel management or as a travel agent. Experience in the aviation industry is considered a strong advantage.
- Experience with reservations software and travel management systems.
- Strong analytical and organizational skills with the ability to solve problems effectively, multitask, negotiate, and adapt quickly in time-sensitive and complex situations.
- Excellent verbal and written communication skills in English, capable of handling negotiations and complex discussions.
- Advanced computer skills with attention to detail and accuracy in working with data.
- A positive attitude and the ability to collaborate with other team members and departments.

WE OFFER:

- An interesting and challenging position within an international company in a fast-moving and fascinating aviation industry;
- Opportunities to further grow and develop in the exciting and growing aviation company;
- 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.

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

Salary: from 2300 € to 2900 € (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.