



CREW TRAINING COORDINATOR. RIGA, LATVIA

SmartLynx Airlines, a rapidly growing industry leader, is seeking a Crew Training Coordinator to ensure efficient and effective crew training processes.

If you're passionate about aviation and ready to work in a dynamic, fast-paced environment, we want you to join our team!

What You'll Do:

- Schedule and manage crew training processes per internal manuals.
- Prepare training plans in coordination with the crew planning department.
- Book training facilities and update crew training records.
- Monitor training expiries and liaise with crew planning for re-planning when necessary.
- Ensure the completeness of crew training files and assist with authority inspections.
- Support with reports and procedure development as needed.

What We're Looking For:

- University graduate or in-progress higher education.
- Strong planning, time management, and flexibility.
- Ability to work cross-functionally and handle multiple tasks under pressure.
- Excellent communication, teamwork, and decision-making skills.
- Proficient in MS Office, fluent in English (both written and spoken).
- Experience in airline operations or crew training is a plus.

Why SmartLynx?

- Global aviation expertise.
- Modern, international work environment.
- Fully paid lunch, healthy office snacks, and advanced health insurance after probation.
- Paid day off on your birthday and affordable travel options for you and your family.
- Professional development through our Talent Academy, Leaders Club, and more.
- Opportunities to grow within SmartLynx Airlines.

**Please note that background checks will be conducted on all applicants and restrictions that can suspend the process of employment in accordance with the Law on Aviation Article 57.1. will be additionally evaluated.*

By applying to this job advertisement, the applicant takes full responsibility for declaring truthful information. In case, if information submitted will be discovered false or the Background Check result will return negative, participation in the recruitment process will be terminated.

In its 27 years in the ACMI and air charter business, SmartLynx Airlines has earned a name for itself as one of the finest in the industry. Operating a fleet of Airbus A320s and Airbus A321s aircraft, the airline transports over 3 million passengers annually in Europe and Asia.