



OFFICE MANAGER. VILNIUS, LITHUANIA

Office Manager

This is a great opportunity to become a part of our customer support team and support our clients at the BAA Training office in Vilnius. BAA Training has offices in Vilnius, Lithuania; Barcelona and Lleida, Spain; Paris, France and Ho Chi Minh, Vietnam. The company is constantly growing with a further possibility of moving to any of the multiple locations and departments we have. Aviation is a very fast-paced and truly multicultural world. If you are quick on your feet, like to converse in English, like meeting people from all around the world or love aviation contact us now!

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

- Service clients, would it be external or internal, keeping customer experience at the highest level
- Coordinate office activities, organize internal events
- Handle all incoming enquiries (internal-external)
- Administrate documents
- Assist clients on business travel requests, book travel tickets and hotels
- Approve invoices
- Monitor company email box's
- Keep stock of office supplies and place orders when necessary
- Organize entertainment flights and site excursions
- Working according to approved company processes
- Working with company's IT systems to monitor and ensure a smooth office management process.
- Participating in daily meetings based on Lean principles
- Setting and achieving short-term and long-term goals in accordance with the company's strategic goals
- Performing other duties and responsibilities assigned by direct manager

We dream about a team member who:

- Has experience in customer service or front desk (would be an advantage)
- Has good skills in a Microsoft Office 365 environment or has basic conceptional computer literacy
- Is able to work independently and is self-motivated and willing to take ownership
- Knows how to manage several complex projects at once
- Has analytical and conceptual thinking skills
- Has willingness to share skills, knowledge and expertise
- Uses the English and Lithuanian languages at an effectively operational and independent level
- Is flexible with good time management skills
- Has respectful and positive attitude
- Wants to learn every day and thinks aviation could be the love of one's life

What we offer you:

- A health Insurance package after 3 months working for the Company.
- Contribution to your pension fund for seniority
- Additional holiday days for seniority 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.
- Public transport cover during the workdays or parking space near the office.
- Extensive on boarding plan to ease your integration into company.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve.
- Personal growth possibilities if you are eager to progress in your career, we have a bunch of examples to share.

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



Salary: from 1488 € to 2810 € (brutto)

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.