



OFFICE ADMINISTRATOR. VILNIUS, LITHUANIA

About Aerotime

AeroTime is a leading global aviation news and media platform, comprising a breaking news and features service, marketing campaigns, recruitment digital platform and AeroTime TV Studio. Our editorial team brings together journalists from around the world with previous experience at the BBC, CNN, Sky, Reuters, and The Times. AeroTime reaches over 3.5 million unique visitors each month and provides intelligence and business solutions to the aviation industry.

About the position

As an Office Administrator, you will not only be the multi-tasking maestro but also the key person our team members will reach out to. Whenever we need help with team building, business trips, or motivation to achieve our targets - you will do the magic.

At AeroTime, we don't just value our Office Administrator, we celebrate them! And the best part? This isn't just a job; it's a launchpad for your dream career. Our former Office Administrators have successfully grown into roles of HR Manager, Community Manager, and others. If you are proactive, reliable, and full of initiative - this position may be the one for you!

Main functions and responsibilities:

- Become the go-to person for your team on all administrative and office-related questions
- Prepare and administer documentation
- Supervise and maintain all aspects of the office - premises, equipment, facilities, ordering of office supplies
- Manage the company's correspondence
- Assist in planning and executing company's events, teambuilding activities and business trips
- Assist HR Manager with onboarding, building offboarding team members
- Co-ordinate received invoices
- Assist the Sales Team with the Know Your Client (KYC) procedures

We are looking for a team member who has:

- a go-to and fast learner personality
- a proactive approach
- strong organizational skills and ability to prioritize and multi-task
- excellent communication, presentation, and networking skills
- previous administrative work experience (preferably in an English-speaking organization)
- is fluent in English and Lithuanian

What we offer:

- A truly international, highly ambitious, and multicultural team in an ever-growing aviation business environment
- Learning and development opportunities
- Private health insurance package
- Work from home 2 days per week
- Work from anywhere in the world for up to 2 weeks per year
- Unique, modern office space (with a real airplane on the ground floor!)
- On-site childcare zone, gym, restaurant, bar, bistro, parking and an electric car-charging station
- Exciting team-building events and other social initiatives

Salary: from 1500 € to 2000 € (brutto)

AeroTime Hub is a global multi-channel aviation digital hub paving the way forward for people-oriented aviation media and business solutions by combining world-class breaking news, aviation intelligence and recruitment events.