



CREW AVAILABILITY & ABSENCE SPECIALIST. VILNIUS, LITHUANIA

WHY US?

Avion Express is a narrow-body ACMI (Aircraft, Crew, Maintenance, Insurance) and charter operator. Avion Express provides top-level short and long-term aircraft wet-leasing (ACMI) solutions and also offers its clients aircraft on a charter basis. The company operates an Airbus A320 family aircraft fleet.

Avion Express is looking for ambitious professionals to support the company's matters and further development of the company. The position is based in Vilnius, Lithuania.

The company creates a supportive work environment and conditions for employees to grow, both professionally and personally.

ARE YOU READY TO?

Vacation Planning:

- Collect, manage, and process leave for crew members (Cabin & Flight Crew).
- Ensure adherence to vacation rules, labor laws, and collective agreements.
- Coordinate close with crew scheduling to maintain sufficient staffing levels across the November–March vacation window.
- Maintain up-to-date vacation records using Excel-based tools and Microsoft workflows.

Absence Monitoring:

- Track and analyze patterns in sick leave and unpaid leave across both crew groups.
- Liaise with P&C and the CCRD for cases involving long-term illness or critical absence situations.
- Reporting to Flight ops management.
- Reporting to Flight Ops management/Cabin ops regular KPI's status.

Crew Utilization Monitoring:

- Track and analyze utilization of Crewmember according to available hours on Base or Project, to identify possible improvements.
- Reporting to Flight Ops management/Cabin ops regular bases the utilization.

KPI's (Operational Reporting & Analytics):

- Create regular reports on trends, and crew availability.
- Build and maintain visual dashboards (Excel/Power BI) for KPIs.
- Provide data to support decisions on staffing, fatigue risk, or seasonal leave caps on request.

Crew Communication & Support:

- Serve as a first point of contact for vacation and absence-related queries.
- Maintain a centralized information channel (e.g., mailbox, SharePoint, FAQ).
- Ensure clear and neutral communication on leave rules and updates.

Flight Ops Administrative Support:

- Maintain internal crew databases and ensure data accuracy for audits.
- Support document management, internal compliance tracking, and audit readiness.
- Provide occasional support in coordinating training and availability around vacation periods.

Process & Systems Improvement:

- Optimize and document planning workflows, particularly in Excel and Microsoft tools.
- Assist in preparing for the future transition to automated crew planning platforms.
- Suggest and test digital process enhancements (e.g., leave request forms, flow automations).

Collaboration and Flexibility:

- Coordinate closely with both the Cabin-department and Flight Operations.
- Coordinating with CCRD to complement the VAC or other defined tasks related to this subject and communication with crews.

Process Improvement:

- Identify and suggest improvements to planning tools, templates, or workflows.
- Support potential transition from Excel to a more robust software solution in the future.

DO YOU HAVE WHAT IT TAKES?

- Strong proficiency in Excel, Microsoft Teams, and workflow tools (e.g., MS Forms, Power Automate).
- Excellent organizational and analytical skills.
- High attention to detail and ability to handle sensitive information confidentially.
- Strong communication skills; able to explain decisions neutrally and clearly.
- Knowledge of crew planning, aviation regulations, or working with unions/collective agreements is a strong plus.

DOES IT SOUND APPEALING?

- Position, based in Vilnius, Lithuania;
- Friendly atmosphere in a modern business center;
- Competitive salary (starting from 3000 to 3200 € gross, depending on your experience) and social benefits, including health insurance;
- Other benefits: lunch compensation, opportunity to book standby flights, access to the childcare room, gym for your physical and mental health (Mindletic), daily fruits and weekly pastries, birthday day-off, gifts for marriage, childbirth and other significant life occasions;
- Opportunities for professional and personal growth;
- Opportunity to work in a truly international business environment.

Salary: from 3000 € to 3200 € (brutto)

Avion Express is the largest narrow-body ACMI operator in the world. The company operates it's Airbus A320 family aircraft fleet across Europe, as well as Africa, South America and the Asia-Pacific region.