



OFFICE ADMINISTRATOR. VILNIUS, LITHUANIA

Locatory.com is part of Avia Solutionas Group which is a multicultural international company which is well-known in the global aviation industry and beyond. As the top employer in the sector, we are ready to offer a position to Office Administrator with a strong drive to thrive in a dynamic, global environment. As a part of one of the most advanced sales organizations in the B2B segment, you'll play a key role in managing day-to-day operations, and providing support to our staff.

If you're a high-energy professional who thrives on challenges, strategic thinking, and persistence, we invite you to join our team and explore the many career growth opportunities we offer.

Responsibilities:

- Become the go-to person for your colleagues on all administrative and office related questions;
- Supervise and maintain all aspects of the office premises, equipment, facilities and reordering office supplies;
- Handling invoicing tasks, managing the filing system and maintaining paperwork;
- Holiday and Business Travel Request Management;
- Employment contracts and onboarding documentation preparation;
- Organize internal events and initiatives that support employee engagement and employer branding;
- Assisting and supporting the CEO on various tasks, depending on the urgency and necessity.

Requirements:

- Proven experience in office administration or HR support roles;
- Excellent organizational skills;
- Strong communication skills and a service-minded attitude;
- Proficient in MS Office (Word, Excel, Outlook);
- Familiar with handling travel requests, basic invoicing, and contract preparation;
- Fluent in English and Lithuanian languages;
- Flexible and proactive, with a hands-on approach to daily tasks.

We offer:

- Opportunity to work with innovative IT solutions in the aviation industry.
- Health Insurance package in compliance with our company policy.
- Free office gym.
- Children's room where you can leave your kids to play with supervision.
- Free parking.
- Brand new and pet-friendly office with the real aircraft inside!
- Various discounts and offers from our partners.

Salary comment: The salary for this position is 2200-2600EUR/gross, based on your skills and competencies.

Locatory.com is a family member of Avia Solutions Group, leaders in end-to-end capacity solutions for passenger and cargo airlines worldwide. The Group manages over 100 offices and production facilities globally and is significantly backed by the assets of over 7,000 highly skilled aviation professionals, serving more than 2,000 clients throughout Europe, Asia, North America, Australia, and worldwide. Avia Solutions Group holds more than 500 licenses for its evolutionary range of activities across multiple business sectors. Its vast portfolio of services to clients includes ACMI, charter and cargo aviation, aircraft leasing and trading, MRO services, business aviation and VIP airline procurement, charter and cargo aviation, pilot and crew training, recruitment services, together with multiple complementary services spanning a wide range of associated operations.