



OFFICE PEOPLE AND CULTURE OPERATIONS 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?

- Prepare and administrate People & Culture-related employment documentation and records.
- Assist People & Culture team in coordinating and administrating various people-related processes.
- Consult the whole office team with People & Culture-related matters.
- Assist in creating reports for various People & Culture projects and workforce analysis.
- Participate in month closing procedures;
- Ensure compliance with policies, procedures and labor law;
- Comply with People & Culture department and the company's mission by completing related results as required;
- Be a part of People and Culture team and contribute to various initiatives to improve our people well-being.

DO YOU HAVE WHAT IT TAKES?

- 1 year + of work experience in Human Resources (People & Culture) operations field.
- Knowledge of Lithuanian Labour Code.
- Knowledge of Business Central Dynamics, experience in documents administration
- An open-mind with a constant wish to improve processes.
- Attention to details and computer literacy (Dynamics 365 Business Central, MS Excel knowledge).
- Strong sense of ownership and responsibility.
- Excellent organizational, communication and administrative skills, with an ability to prioritize important projects.
- Flexibility and willingness to learn.
- Fluent both in English and Lithuanian.

DOES IT SOUND APPEALING?

Position, based in Vilnius, Lithuania.

Friendly atmosphere in a modern business center.

Competitive salary (starting from 2120 € gross, depending on your experience) and social benefits, including health insurance.

Other benefits: gym for your physical and mental health, daily coffee and fruits and weekly pastries, birthday day-off.

Access to the VIP lounge and discounted tickets at the Twinsbet Arena.

The opportunity to spend up to 90 days per year - 21 of which can be spent working outside of the EU - on workation.

Opportunities for professional and personal growth.

Opportunity to work in a truly international business environment.

Salary: from 2120 € 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.