



What we expect You to do:

- Meeting and greeting visitants.
- Scheduling meetings or appointments, managing reservations of meeting rooms.
- Maintaining and ensuring the order of meeting rooms.
- Assisting to managers and colleagues.
- Overseeing all aspects of general office coordination.
- Managing and distributing information within the office.

Requirements:

- Responsibility, accuracy.
- Strong organizational and time management skills.
- Positive attitude and willingness to help.
- Good communication in Russian and English language.

We offer:

- Work environment in new, modern office.
- Introduction to the world of aviation.
- Opportunities for Your personal and professional growth.
- Work in friendly atmosphere and professional team.
- Monthly bus ticket compensation (if needed).
- In-house gym and sports activities.
- Discount system of partnering companies.

If you are looking for administration practice in an international company this position is waiting for You.

Avia Solutions Group, the largest aerospace business group from Central & Eastern Europe with almost 100 offices and production stations providing aviation services and solutions worldwide. Avia Solutions Group unites a team of more than 7000 professionals, providing state-of-the-art solutions to aviation industry and beyond.