



## **JUNIOR OFFICE MANAGER. VILNIUS, LITHUANIA**

This is a great opportunity to become a part of our customer support team and support our clients at the BAA Training office in Vilnius. BAA Training has offices in Vilnius, Lithuania; Barcelona and Lleida, Spain; Paris, France and Ho Chi Minh, Vietnam and India. The company is constantly growing with a further possibility of moving to any of the multiple locations and departments we have. Aviation is a very fast-paced and truly multicultural world. If you are quick on your feet, like to converse in English, like meeting people from all around the world or love aviation contact us now!

### **We promise a highly challenging field and wide scope of responsibilities, which will initially cover:**

- Service clients, would it be external or internal, keeping customer experience at the highest level
- Coordinate office activities, organize internal events
- Handle all incoming enquiries (internal-external)
- Administrate documents
- Assist clients on business travel requests, book travel tickets and hotels
- Approve invoices
- Monitor company email box's
- Keep stock of office supplies and place orders when necessary
- Organize entertainment flights and site excursions
- Work according to approved company processes
- Setting and achieving short-term and long-term goals in accordance with the company's strategic goals
- Performing other duties and responsibilities assigned by direct manager

### **We dream about a team member who:**

- Has experience in customer service or front desk
- Knows how to manage several tasks at once, has good time management skills
- Has written and spoken communication skills
- Is willing to take ownership
- Is curious and has inquisitive thinking such as exploration, investigation, and learning
- Is respectful and has a positive attitude, and is service-minded
- Has good skills in a Microsoft Office 365 environment
- Uses the English and Lithuanian language at an effective operational independent level
- Uses the Russian language (would be an advantage)
- Wants to learn every day and thinks aviation could be the love of one's life

### **What we offer you:**

- A health Insurance package after 3 months working for the company.
- Contribution to your pension fund for seniority

- Additional holiday days for seniority after 2 years working for the company.
- A Wellness day to take care of yourself and a Birthday day to celebrate.
- Mental gym to support your emotional wellbeing from Mindletic
- An entertainment flight with a full flight aviation training simulator.
- Contemporary and convenient office space in a new growing AEROCITY area.
- Sport club and childcare service for your convenience.
- Public transport cover during the weekdays or parking space near the office.
- Discounts and special offers from various partners of the group.
- Extensive on boarding plan to ease your integration into company.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve.
- Personal growth possibilities if you are eager to progress in your career, we have a bunch of examples to share

Please feel free to apply to any of the below career options and we shall discuss the requirements based on your experience:



Salary: from 1488 € to 1653 € (brutto)

**BAA Training** is one of the TOP 3 biggest independent aviation training centres in Europe providing a full scope of aviation training solutions on both – B2B and B2C levels. We are accelerating with the ambitious expansion in Europe and Asia and working with clients from 96 countries. Our mission is to provide aviation community with highly-qualified aviation professionals.