



## PILOT ASSESSMENT INTERSHIP. VILNIUS, LITHUANIA

As a Pilot Assessment Intern, you'll witness how aspiring pilots begin their path from the very first step of the selection process. You'll see how candidates are assessed, supported, and guided into one of the most demanding and inspiring professions in the world. **If you've ever been curious about what it takes to become a pilot, this is your chance to be part of that behind the scenes process.**

This is a **part-time, unpaid internship** (Monday to Thursday, 9:00–13:00), ideal for someone looking to gain hands-on experience in a structured and fast-paced environment.

We're looking for a well organized, detail oriented intern to join our Competence Center team. You'll help ensure that online assessments for pilot candidates run smoothly, that includes preparation, coordination, communication, and basic troubleshooting. Assessments are conducted remotely, with candidates connected via Microsoft Teams. This is a great opportunity if you're interested in aviation, recruitment, HR processes, or simply want to build solid administrative and coordination experience. No specific education or aviation background is needed, just a proactive attitude and strong attention to detail.

### What You'll Do:

- Set up and monitor online assessments (via Teams) for pilot candidates.
- Support candidates by guiding them through the connection process and explaining instructions.
- Ensure all housekeeping rules and technical requirements are followed.
- Prepare and organize materials and documentation for each assessment.
- Keep accurate records of candidate attendance and participation.
- Flag any technical issues or unexpected situations to the team lead.
- Maintain a professional and calm presence during online sessions.
- Assist with administrative tasks (e.g. tracking, file updates, templates).
- Working according to approved company processes
- Working with company's IT systems to monitor and ensure a smooth Competence Center process.
- Performing other duties and responsibilities assigned by direct manager

### What You'll Bring:

- Strong organizational and time management skills.
- Attention to detail, especially when working with instructions and documentation.
- Good written and verbal communication in English.
- A calm and professional approach, especially when dealing with unexpected issues.
- Comfort working with Microsoft Teams, Outlook, Word, and Excel.
- A positive attitude and willingness to learn.
- Interest in aviation, assessment, or training fields.

### What You'll Gain:

- A unique perspective on how pilots are selected and supported.
- Real-world experience supporting candidate selection processes.
- Exposure to the aviation training industry and professional assessment procedures.
- A supportive team that values learning and clear communication.
- Development of practical admin, communication, and coordination skills.
- Mental gym to support your emotional wellbeing from Mindletic.
- Sport club and childcare service for your convenience.
- An entertainment flight with a full flight aviation training simulator.
- Contemporary and convenient office space in a new growing AEROCITY area.
- Public transport cover during the workdays or parking space near the office.
- Discounts and special offers from various partners of the group.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve.

---

**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.