



## FLIGHT DOCUMENTATION SPECIALIST. VILNIUS, LITHUANIA

Join a fast-growing aviation team and make an impact that keeps every flight ready for takeoff. As a **Flight Documentation Specialist**, you'll work at the crossroads of technology, safety, and operations—opening doors to exciting growth in the aviation industry.

### DUTIES AND RESPONSIBILITIES:

- Edits and maintains documents in WebManuals.
- Prepares and submits forms and document revisions to the TCA.
- Coordinates with the TCA on documentation matters.
- Publishes and maintains documents in the Centrik platform.
- Ensures timely distribution of updated documents to all aircraft.
- Orders and distributes printed materials (e.g., manual loadsheets, CDRLs) to aircraft.
- Oversees additional equipment such as alco-testers, onboard internet routers, etc.
- Assists the EFB Manager with EFB-related tasks.
- Performs additional documentation-related tasks as assigned.

### REQUIREMENTS:

- Studying the aviation industry or having 1 year of experience in aviation.
- Good communication skills, positive and can-do attitude, promptness, and helpfulness;
- Ability to work in a team and individually;
- Have good MS Office programs skills;
- Ability to be accurate, work responsible-minded and pay attention to details;
- Written and spoken English skills.

### WE OFFER:

- An interesting and challenging position within an international company in a fast-moving and fascinating aviation industry.
- Opportunities to further grow and develop in the exciting and growing aviation company.
- Possibility to implement innovative ideas and solutions.
- Additional Health insurance according to the company policy.
- Modern office with free gym, tennis tables, and open chill spaces.
- Children's room where you can leave your kids to play with supervision.
- Free parking next to the main office building;
- Other benefits from Avia Solutions Group.

We will be happy to discuss the specific amount during an interview based on your experience and qualifications.

Salary: from 2300 € to 3300 € (brutto)

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KlasJet is an exclusive private and corporate jet charter company, renowned as a leader in the provision of bespoke group flights worldwide. Operating one of the biggest Boeing 737-VIP fleets globally, the company stands out visually through its unique livery, and professionally through its reputation for offering meticulously personalised, high-quality customer service. From sports teams and entertainers, meetings and events, to diplomatic envoys and corporate business travel KlasJet can offer the perfect service tailored uniquely to any particular needs.