



## **SENIOR TRAINING AND COMPETENCE 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?**

- Act as the senior operational focal point for training and competence management activities within the organization.
- Support Head of Technical Compliance in day-to-day operations, implementation of procedures, and continuous improvement initiatives.
- Ensure consistency, accuracy, and regulatory compliance of training, competence assessment, and authorization processes.
- Participate in weekly department meetings and provide operational input when required.
- Prepare, maintain, and update Certifying Staff lists and support their timely submission to National Authorities (NAA).
- Prepare, maintain, and update Authorized Persons lists and ensure correct upload into Centrik or other applicable systems.
- Prepare and maintain documentation for Qualification and Competence assessments for Part-CAMO, Part-145, and Compliance Monitoring personnel.
- Perform competence assessments where delegated and ensure records meet regulatory and internal standards.
- Certification Authorization issuance, suspension and withdrawal for P-145 personnel;
- Manage training records, personnel files, communication with training providers, and documentation flow.
- Act as the primary operational focal point for the Training Management System (e.g. Centrik, Cisefa or equivalent).
- Upload, update, and maintain personnel and training records in the system, ensuring data accuracy and traceability.
- Coordinate and support system improvements by liaising with system support teams.
- Maintain and update training management and competence assessment procedures under the direction of the Head of Technical Compliance.
- Ensure alignment of procedures with CAME, MOE, CPM, OMM, and other applicable manuals.
- Ensure proper identification, archiving, protection, and retrieval of training and competence records.

- Prepare reference letters, experience summaries, and training-related documentation upon request.
- Support communication with National Authorities on limited-scope training and competence matters.
- Prepare documentation to support notifications to National Authorities regarding changes in nominated personnel, when required.
- Monitor regulatory updates related to training, qualification, and competence requirements and support their implementation.
- Research and coordinate ad-hoc, regulatory, or specialized training solutions as assigned.
- Support evaluation of training providers and maintain awareness of training market developments.
- Maintain accurate training matrices aligned with job descriptions and qualification requirements.
- Provide operational inputs for reports, KPIs, and performance monitoring.
- Issuance of one-off authorization in accordance with applicable procedures.
- Oversee completion of training via e-learning platforms (e.g. Scandlearn) and follow up on overdue items.
- Perform other duties assigned by the Head of Technical Compliance.

## **DO YOU HAVE WHAT IT TAKES?**

- All required training must be completed and maintained in accordance with the applicable Training & Competence / Compliance Training Matrix.
- Higher or aviation-related education, OR minimum 1 year of relevant aviation experience in CAMO, Part-145, or Compliance/Quality functions, OR minimum 2 years of experience in training-related functions (not necessarily aviation-specific).
- Knowledge of qualification and competence requirements applicable to Part-CAMO, Part-145, and Compliance Monitoring personnel.
- Professional proficiency in written and spoken English.
- Experience with training management systems (e.g. Centrik, Cisefa, or equivalent) is an advantage.
- Experience in competence assessment or authorization-related activities is considered an advantage but is not mandatory.
- Strong organizational and prioritization skills.
- High attention to detail and accuracy. Ability to work independently with minimal supervision. Good communication and interpersonal skills.
- Proactive and solution-oriented attitude.

## **DOES IT SOUND APPEALING?**

Position, based in Vilnius, Lithuania.

Friendly atmosphere in a modern business center.

Competitive salary (starting from 2975€ gross, depending on your experience) and social benefits, including health insurance.

Other benefits: opportunity to book standby flights, gym for your physical and mental health (Mindletic), 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 2975 € to 3471 € (brutto)

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**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.