



## **TRAVEL COORDINATOR (MATERNITY COVER). 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?**

- Handle, oversee and coordinate business travel arrangements (airline, train, bus tickets and hotels, transfers, etc.).
- Ensure compliance in all aspects of travel policy and procedures.
- As part of a team, drive continuous improvement of travel and accommodation program.
- Negotiate with travel service providers and vendors; Prepare reports and maintain internal processes within deadlines.
- Review travel-related invoices, research, and resolve all incorrect charges.

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

- Travel industry related work experience (airline, hotel, airport, etc.).
- Higher education (a degree in the travel industry would be considered an advantage).
- Good knowledge of the Amadeus reservation system (ticketing, reissue, date change, etc.) would be considered a big advantage.
- Fluency in English, both spoken and written.
- Good communication and team working skills.
- Ability to multitask, work under pressure independently and in a team, maintain a polite and professional manner at all times.

### **DOES IT SOUND APPEALING?**

- Position, based in Vilnius, Lithuania.
- Friendly atmosphere in a modern business center.
- Competitive salary (starting from 2455 to 2824 € gross, depending on your experience) and social

benefits, including health insurance.

- Other benefits: lunch compensation, opportunity to book standby flights, access to the childcare room, gym for your physical and mental health (Mindletic), daily fruits and weekly pastries, birthday day-off, gifts for marriage, childbirth and other significant life occasions.
- Opportunities for professional and personal growth.
- Opportunity to work in a truly international business environment.

Salary: from 2455 € to 2824 € (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.