



JUNIOR OFFICE MANAGER. BARCELONA, SPAIN

This is a great opportunity to become a part of our customer support team and support our clients at the BAA Training office in Barcelona, Spain. BAA Training has offices in Lithuania, Spain, France, Vietnam and India. Aviation is a very fast-paced and truly multicultural world. As a Junior Office Manager, you will play a key role in ensuring our office runs smoothly and that every visitor receives a warm and professional welcome. If you are quick on your feet, like to converse in English, enjoy 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's mailbox
- Keep stock of office supplies and place orders when necessary
- Organize entertainment flights and site excursions
- Working according to approved company processes
- Performing other duties and responsibilities assigned by direct manager

We dream about a team member who:

- Has experience in customer service or front desk (would be an advantage)
- Has good skills in a Microsoft Office 365 environment
- Uses English and Spanish languages at an effectively operational and independent level
- Has respectful and positive attitude
- Can work both in a team and independently
- Can multitask and work in a fast-paced environment
- Is service minded and people oriented
- Is willing to work shifts
- 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 of working for the company
- Additional holiday days for loyalty after 2 years of 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 municipality of Gava in Barcelona
- Convenient parking space at the company campus
- Extensive onboarding plan to ease your integration into the company
- An international and multicultural environment in vibrant industry
- Opportunities for professional growth and career development

Salary: from 1800 € to 1927 € (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.