



FLIGHT SUPPORT MANAGER. VILNIUS, LITHUANIA

We would like to entrust you with these duties:

- Ensure that all departmental functions are conducted in accordance with KlasJet operational policies, safety management system (SMS), applicable regulations, and quality standards.
- Ensure the effective planning, coordination, and oversight of Flight Support Department activities, including:
 - EFB system administration and compliance;
 - Document and record management within Flight Operations;
 - Operations engineering and technical flight support;
- Maintain adequate organizational structure, resources, and procedures to support departmental functions.
- Promote and ensure high standards of operational safety, data integrity, and regulatory compliance within all areas of the department.
- Oversee and support the development and maintenance of internal procedures related to the department's responsibilities.
- Act as focal point for the Flight Support Department in audits, inspections, or authority interactions related to EFB, documentation, or engineering support.
- Facilitate coordination with other departments to support company-wide operational objectives.
- Perform such other tasks as may be assigned by the Director Flight Operations.

We expect you have:

- Demonstrated knowledge of EFB management in line with applicable regulations.
- Minimum 2 years of experience in aviation operations or related management role.
- Understanding of SMS and relevant EASA regulatory requirements.
- Experience with operational documentation and technical flight support tasks.
- Ability to coordinate across departments and communicate in a compliance-driven environment.
- Strong analytical and organizational skills with the ability to solve problems effectively, multitask, negotiate, and adapt quickly in time-sensitive and complex situations.
- Excellent verbal and written communication skills in English, capable of handling negotiations and complex discussions.
- Advanced computer skills with attention to detail and accuracy in working with data.
- Preferred background in performance engineering, flight operational engineering.

What 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.
- Free gym in the office (plus 3 group Trainings per week).
- Free childcare zone.
- Free parking spot next to the main office.
- Chill zone (free coffee, tea, water with lemon, etc.).
- 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 4600 € to 6000 € (brutto)

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.