



CREW PEOPLE AND CULTURE ADMINISTRATION INTERN. 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?

- Compile and manage records and paperwork related to crews;
- Send Welcome Emails and reminders to crews;
- Answer crew requests;
- Update and upload crews' personal information to the system.

DO YOU HAVE WHAT IT TAKES?

- MS office skills;
- Excellent command of English;
- Attention to details;
- Flexibility and willingness to learn.

DOES IT SOUND APPEALING?

- Position, based in Vilnius, Lithuania;
- Friendly atmosphere in a modern business center;
- Daily lunch compensation;
- Other benefits: access to the childcare room, gym for your physical health, daily fruits and weekly pastries;
- Opportunities for professional and personal growth.

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.