



IT 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.

We are looking for an IT Administrator Intern to join the team and help ensure the smooth operation of the company's IT infrastructure. This is a great opportunity to gain practical experience working with daily IT systems, user support, and equipment management.

ARE YOU READY TO?

- Resolve basic software and hardware issues.
- Manage user account: password resets, resolving account lockouts, and basic Microsoft 365 administration.
- Setup workstation: prepare new computers (OS installation, configuration, and software deployment).
- Manage documentation and asset: register existing IT equipment, update records, label assets, and track asset changes.
- Configure MFA: set up multi-factor authentication and assist with recovery processes.
- Monthly IT tasks: Mobile data contact synchronization, update meeting room information, and check printer consumables.
- Administrate mailbox: handle basic Exchange Online issues and assist with alias or group configuration.
- Prepare iPad: install applications on Apple devices.
- Decommission and sell old equipment: assess equipment condition, register it, and prepare it for resale or disposal.

DO YOU HAVE WHAT IT TAKES?

- Basic knowledge of IT infrastructure and computer hardware.
- Understanding of how Windows operating systems work.

- Interest in IT administration and cloud services such as Microsoft 365 and Azure AD.
- Responsible and detail-oriented approach to documentation and IT asset management.
- Ability to learn quickly and work effectively in a team.

DOES IT SOUND APPEALING?

Position, based in Vilnius, Lithuania.

Friendly atmosphere in a modern business center.

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.

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.