



## **TRAINING PLANNING SPECIALIST. BARCELONA, SPAIN**

**This is a great opportunity to be a part of our Training Planning Team** in Barcelona, working together with team colleagues in our HQ in Vilnius, Lithuania. You will be organizing trainings for our clients all around the world. BAA Training has offices in Vilnius, Lithuania; Barcelona and Lleida, Spain; and Ho Chi Minh, Vietnam. The company is constantly growing with a further possibilities to move to any of the multiple locations and departments we have. Aviation is a very fast-paced and truly multicultural world. If you are quick on your feet, like to converse in English, like 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:**

- Ensuring smooth planning and organization of Aviation trainings.
- Constant communicating with clients on their inquiries.
- Coordinating of communication between involved parties.
- Communicating and cooperating with other local and international departments / divisions of the company as well as authorities and partners.
- Providing participants with training material.
- Taking care of documentation and files according to national and international regulations and requirements.
- Constant and proactive searching of solutions for problem-solving and process improvement.
- Working according to approved company processes.
- Working with company's IT systems to monitor and ensure a smooth training management process.
- Participating in daily meetings based on Lean principles.
- Setting and achieving short-term and long-term goals in accordance with the company's strategic goals
- Performing other duties and responsibilities assigned by direct manager

**We dream about a team member who:**

- Has more than 1,5 years of experience in administration, project management, training coordination or aviation
- Has excellent skills in a Microsoft Office 365 environment
- Is able to work independently and is self-motivated and willing to take ownership
- Knows how to manage several complex projects at once
- Has an analytical mindset
- Has willingness to share skills, knowledge and expertise
- Uses the English language effectively on a daily basis
- Is flexible with good time management skills
- Has respectful and positive attitude

- Wants to learn every day and thinks aviation could be the love of one`s life
- Is attentive to details
- Is service-minded

### **What we offer you:**

- A health Insurance package after 3 months working for the company.
- Additional holiday days for seniority after 2 years working for the company.
- Work from home in compliance with company`s policy.
- 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 on boarding plan to ease your integration into company.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve as well as duty trips to headquarters in Lithuania.
- Personal growth possibilities if you are eager to progress in your career, we have a bunch of examples to share.

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**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.