

## **TRAINING MANAGER. VILNIUS, LITHUANIA**

### **RESPONSIBILITIES:**

- Manage flight and cabin crew initial, conversion, recurrent and upgrading training.
- Coordinate all matters related to aircrew training planning, production, maintenance and record keeping.
- Provide necessary support for Head of Training department.
- Prepare and update training plan and schedule, training journals and certificates.
- Cooperate with 3rd party Training organizations, facilities, airports and company clients.
- Coordinate and follow up on the training process with related departments within the company.
- Add and update training records in the database.
- Ensure that all flight and cabin crew training complies with relevant legislation.
- Organize training using a distance learning platform.

### **REQUIREMENTS:**

- Strong communication, coordination, and project management skills.
- Ability to work independently and meet specified deadlines.
- Knowledge of EASA regulations (would be an advantage).
- Be fluent in written and spoken Lithuanian and English.
- Have good organizational skills and be able to work in a team.
- Have good MS Office programs skills.

### **WE OFFER:**

- Continuous improvement and the opportunity to gain unique knowledge while working in a highly dynamic organization leading its field of activity.
- Many challenges, participation in various projects, and events.
- Additional Health insurance according to the company policy.
- Possibility to implement innovative ideas and solutions.
- Free gym in the office and free childcare zone.
- Free parking next to the main office building.
- Chill zone (PlayStation, Xbox, foosball, 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 2000 € to 3000 € (brutto)

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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.