



CREW P&C JUNIOR SPECIALIST. TAGUIG, PHILIPPINES (THE)

Avia Solutions Group (ASG) Global Services Philippines is looking for a **Crew P&C (People & Culture) Junior Specialist** to support **Avion Express**, the largest narrow-body ACMI (Aircraft, Crew, Maintenance, Insurance) operator in the world.

Reporting to Avion Express, this position is based in the ASG Global Services Philippines office in BGC, Taguig City, working in a hybrid setup aligned with the EMEA/Asia Pacific time zone.

*Upon the first 2 months, you will be required to align your schedule with the Eastern European time zone throughout the training/orientation period. Afterwards, you will be working in the Asia Pacific time zone.

About the Company

A proud member of Avia Solutions Group, **Avion Express** provides top-level short and long-term aircraft wet-leasing (ACMI) solutions and offers its clients aircraft on a charter basis. The company operates its Airbus A320 family aircraft fleet across Europe, as well as Africa, South America, and the Asia-Pacific region.

The parent company, Avia Solutions Group, is the leading aviation business group, operating across all continents with offices in Ireland, USA, Asia Pacific, UAE, Lithuania, South Africa, and Australia. Backed by 14 000 highly skilled aviation professionals, the group is the largest global ACMI provider, operating a fleet of more than 220 aircraft. The group also provides various aviation services such as MRO (Maintenance, Repair, and Overhaul), pilots and crew training, ground handling, and other interconnected solutions.

Role Overview:

As a **Crew P&C Junior Specialist** that will be part of the Administration team, you will foster a collaborative culture by addressing organizational gaps and needs and by supporting crew members and their daily requests, and ensuring accurate data and documents management across various systems and databases.

Key Responsibilities:

- Conduct onboarding/offboarding for crew and contractors.
- Collect, verify, and upload personal and experience related documents.
- Manage crew information by maintaining and updating their data.
- Handle administrative support and processing of travel insurance claims.
- Respond to daily crew queries.

What we are looking for:

- Bachelor's degree in Human Resources, Management, Business Administration, or any related field.
- Previous experience in the HR or Customer Support fields.

- Strong proficiency in Microsoft Excel, familiarity with Jira is a plus.
- Familiarity in handling confidential information while ensuring compliance with data privacy regulations.
- Organized, detail-oriented and eager to enhance the employee experience.
- Experience working with visa/passport documentation and crew-related operations is an advantage.

The Benefits of being part of our Team:

- Be part of a global aviation leader recognized for excellence and employee well-being.
- Work in a hybrid setup with a truly international, collaborative, and forward-thinking team.
- Grow professionally in a challenging and fulfilling role within the aviation industry.
- Your contributions will be valued and rewarded, with competitive compensation and employee benefit programs.

A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.