



## **FLIGHT DOCUMENTATION OFFICER. 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?**

- Maintain of Flight Operations related documents and records.
- Maintain of Flight Operations related data bases and statistics.
- Analysis and management of post-flight documents, records and post-flight data.
- Retrieval of missing data and documents.
- Following up applicable regulatory requirements.
- Other tasks as may be required by the Deputy Head of OCC.

### **DO YOU HAVE WHAT IT TAKES?**

- Time management skills and attention to detail.
- Ability to work in a team.
- Good communication skills.
- Good MS Office programs skills.
- Ability to analyze and prioritize multiple tasks, and work under pressure.
- Fluent spoken and written English skills.

### **WOULD BE CONSIDERED AS AN ADVANTAGE**

- University degree in aviation related studies.

### **DOES IT SOUND APPEALING?**

- Position, based in Vilnius, Lithuania.
- Friendly atmosphere in a modern business center.
- Competitive salary (starting from 1700 to 2200 € gross, depending on your experience) and social benefits, including health insurance.

- Other benefits: hybrid work model, lunch compensation, opportunity to book standby flights, access to the childcare room, gym for your physical and mental health (Mindletic), daily fruits and weekly pastries, birthday day-off, gifts for marriage, childbirth and other significant life occasions.
- Opportunities for professional and personal growth.
- Opportunity to work in a truly international business environment.

Salary: from 1700 € to 2200 € (brutto)

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**Avion Express** is the largest narrow-body ACMI operator in the world. The company operates its Airbus A320 family aircraft fleet across Europe, as well as Africa, South America and the Asia-Pacific region.