TECHNICAL RECORDS SPECIALIST. VILNIUS, LITHUANIA

KlasJet is looking for a detail-oriented and organised **Technical Records Specialist** to join our team. If you are passionate about aviation, enjoy working with technical documentation and value accuracy, responsibility and teamwork, this could be the right opportunity for you!

YOUR RESPONSIBILITIES:

- Monitor aircraft operating hours and flight records, ensuring all information is accurate and up to date.
- Collect, review and organise aircraft maintenance documentation received from maintenance providers.
- Identify missing or incomplete documentation and coordinate its completion with relevant teams.
- Ensure timely document transfers and accurate updates in company systems.
- Maintain well-organised digital and physical records, ensuring proper storage, accessibility and accuracy.
- Ensure all required technical documents and forms are available on board aircraft.
- Coordinate technical documentation updates, subscriptions and distribution.
- Prepare reports and provide relevant information to internal departments and external partners.
- Support aircraft delivery, redelivery and inspection projects by preparing and coordinating the required documentation.
- Collaborate with internal departments and external partners to resolve technical documentation matters.
- Follow company procedures and contribute to the continuous improvement of documentation processes.

WHAT WE EXPECT FROM YOU:

- Relevant education in aviation, engineering or administration, or at least 6 months of relevant experience in the aviation industry.
- Basic knowledge of aircraft maintenance documentation and EASA Part-M / Part-CAMO requirements (training can be provided).
- Good computer skills, strong organisational abilities and excellent attention to detail.
- Good command of English, both written and spoken.
- Strong communication skills and the ability to work effectively as part of a team.
- Basic understanding of Safety Management Systems (SMS), Human Factors and compliance principles (training can be provided).
- Flexibility to travel for business and adapt working hours when required.

WE OFFER:

- An interesting and challenging position within an international company in a fast-moving and

fascinating aviation industry;
- Opportunities to further grow and develop in the exciting and growing aviation company;
- Possibility to implement innovative ideas and solutions;
- Additional Health insurance according to the company policy;
- Free gym in the office;
- Free childcare zone;
- Other benefits from Avia Solutions Group.

We will be happy to discuss the specific salary level during the interview based on your experience and qualifications.

Salary: from 1800 € to 2800 € (brutto)

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.