



IT SPECIALIST. VILNIUS, LITHUANIA

IT SPECIALIST

We're looking for an IT Specialist to join our team in Vilnius and support the day-to-day technology needs of a growing international aviation training company. You'll be part of a global organization with offices in Lithuania, Spain, Vietnam, France and India, working in a fast-paced, multicultural environment where reliable IT systems are critical to everything we do. This role is a great fit if you enjoy problem-solving, supporting users, and working in a structured but dynamic setting. If aviation excites you and you're ready to grow your skills in a global business, we'd like to meet you.

We promise a highly challenging field and wide scope of responsibilities, which will initially cover:

IT Hardware & Systems Support

- Administering internal systems: user access, role setup, and timely account deactivation
- Managing company file systems and permissions
- Keeping track of hardware assignments and condition logs

Operational & Infrastructure Support

- Supporting IT setup for new facilities
- Monitoring key company systems (e.g. sales, HR, client service platforms) to ensure smooth operations

Process & Continuous Improvement

- Identifying and suggesting improvements to IT processes
- Ensuring tasks follow company-approved processes and procedures

Teamwork & Planning

- Supporting your manager with regular administrative tasks
- Taking part in daily stand-up meetings following Lean principles
- Setting and reaching short- and long-term goals aligned with company strategy

Other

- Handling additional tasks assigned by your direct manager

We dream about a team member who:

Technical Skills

- Experience with Active Directory management
- Knowledge of PowerShell and scripting
- Familiar with server infrastructure, especially Azure
- Experience with Microsoft Exchange or Microsoft 365 (Outlook)
- Skilled in managing and configuring Jira
- Understanding of root cause analysis
- Experience in IT infrastructure process optimization (e.g. hardware handout tracking)
- Background in IT support, either in engineering or service desk roles
- Strong skills in Microsoft Office 365, or solid basic computer literacy
- 2+ years of hands-on experience with the tools listed above

Work Approach

- Strong planning and time management skills
- Able to work independently, take ownership, and stay self-motivated
- Can manage several projects at once
- Applies logical and analytical thinking to problem-solving
- Willing to share knowledge and support the team

Communication & Mindset

- Speaks and writes in English at a professional working level
- Has a positive and respectful attitude
- Eager to learn and grow, and excited about the aviation world

What we offer you:

- A health Insurance package after 3 months working for the Company.
- Contribution to your pension fund for seniority
- Work from home in compliance with company policy.
- Additional holiday days for loyalty after 2 years of work for Company.
- A Wellness Day to take care of yourself and a Birthday Day to celebrate.
- Mental gym to support your emotional wellbeing from Mindletic.
- Sport club and childcare service for your convenience.
- An entertainment flight with a full flight aviation training simulator.
- Contemporary and convenient office space in a new growing AEROCITY area.
- Public transport cover during the workdays or parking space near the office.
- Discounts and special offers from various partners of the group.
- Extensive on boarding plan to ease your integration into the company.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve.
- Opportunities to grow. if you're motivated to develop your career, we have plenty of real examples to prove it's possible.

We offer career opportunities at different levels within this position depending on your experience. Feel free to apply and we will discuss the best match for you during the process.



Salary: from 1653 € to 3306 € (brutto)

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.