

## **HR ADMINISTRATOR. VILNIUS, LITHUANIA**

Are you looking for a fulfilling career rather than just another job? Do you have experience working as an HR Administrator, but are keen to expand your experience? Are you ready to join a persistent company that delivers progression and personal growth? If – Yes, then you’re in the right place!

We are currently looking for an **HR Administrator** to join us at KlasJet in Vilnius.

### **Your main tasks would be:**

- Create, manage, and maintain important employee paperwork such as employment contracts, termination notices, business trip authorizations, sick leave requests, and vacation approvals.
- Ensure smooth transitions for new hires and departing employees.
- Keep employee records accurate and up-to-date.
- Ensure timely and accurate payroll processing.
- Coordinate with building management and suppliers for smooth operations.
- Help organize company events, employee birthdays, and team-building activities.
- Offer support, guidance, and solutions to employees on a wide range of issues, ensuring a positive and productive work environment.
- Ensure the office is always well-stocked with essential items—stationery, coffee, milk—and maintain a clean, inviting workspace for everyone.
- Assistance in other HR related and administrative processes.

### **To qualify for the role, you must have:**

- More than 1 year of professional experience in an HR role.
- Knowledge of the Lithuanian labor law.
- Proficiency in Microsoft Office suite and other relevant software.
- Proficiency in the Lithuanian and English languages.
- Attention to detail and accuracy in working with data.
- Proactive, positive, open-minded, can-do attitude.
- Care for people and a can-do attitude.
- Ability to work in a fast-paced environment.
- Ability to work effectively both independently and as part of a team.
- Strong organizational and time management skills, and ability to prioritize.

### **We offer:**

- An interesting and challenging position within an international company in a fast-moving and fascinating aviation industry.
- Possibility to grow professionally in young and driven team.
- Possibility to implement innovative ideas and solutions.

- Additional Health insurance according to the company policy.
- Free gym in the office, X-fit and Pilates workouts as well.
- Free childcare zone.
- Free parking.
- Team building events.
- 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 1900 € to 2800 € (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.