



FLIGHT DOCUMENTATION SPECIALIST. VILNIUS, LITHUANIA

Are you ready to take flight in an exhilarating career opportunity? We're currently seeking a highly organized and detail-oriented individual to join our team as a FLIGHT DOCUMENTATION SPECIALIST. If you have a passion for aviation and a keen eye for maintaining critical documents and records, this role is perfect for you!

RESPONSIBILITIES:

- Maintaining of Flight Operations related internal and external documents, records, databases and statistics;
- Maintaining of Document management system Centrik documents module, distribution groups, access rights etc.;
- Post-flight documents, records and data management and analysis;
- Retrieving missing data and documents;
- Reporting inaccurate or missing data to relevant departments;
- Ensuring efficient document and records control in the area of his responsibility;
- Such other tasks as may be required by the Flight OPS Director.

REQUIREMENTS:

- At least 1-year experience in aviation.
- Good communication skills, positive and can-do attitude, promptness and helpfulness;
- Ability to work in a team and individually;
- Have good MS Office programs skills;
- Ability to be accurate, work responsible-minded and pay attention to details;
- Written and spoken English skills.

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;
- Free parking next to the main office building;

- Chill zone (free coffee, tea, water with lemon, etc.);
- Other benefits from Avia Solutions Group.

The final salary is a matter of agreement as it depends on the experience and competencies of the candidate.

Salary: from 1550 € to 1800 € (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.