



SENIOR TRAVEL OFFICER. VILNIUS, LITHUANIA

At KlasJet, we are looking for an experienced and proactive **Senior Travel Officer** to join our team. In this role, you will oversee travel arrangements for our aviation operations, ensure efficient coordination of flights, accommodation, and ground transportation, and contribute to the continuous improvement of travel management processes.

Your responsibilities:

- Oversee and coordinate travel arrangements, including flights, accommodation, ground transportation, and other related services, in line with operational requirements and company policies.
- Maintain and update the internal travel management system, ensuring the accuracy and reliability of travel-related information.
- Identify, investigate, and resolve travel-related issues and discrepancies in a timely and effective manner.
- Liaise with internal departments, airlines, travel agencies, and other service providers to address specific travel requirements and operational needs.
- Monitor travel-related key performance indicators (KPIs) and statistics, prepare reports for management, and identify opportunities for improvement.
- Review and improve crew travel planning and coordination processes to enhance operational efficiency and cost-effectiveness.
- Train and guide new team members, sharing knowledge of travel management processes, systems, and company procedures.
- Contribute to the continuous improvement of travel management practices and support the achievement of departmental objectives.
- Perform other relevant duties in line with operational needs.

We expect you to have:

- At least 2 years of experience in travel management within an airline, with a solid understanding of aviation operations.
- Strong practical knowledge of reservation software and travel management systems.
- Proven ability to train, mentor, and support junior team members.
- Strong analytical, organizational, and problem-solving skills, with the ability to multitask, negotiate, and adapt to changing priorities in time-sensitive situations.
- Excellent written and spoken English, with the ability to communicate effectively and handle negotiations and complex discussions.
- Advanced computer skills, with a high level of accuracy and attention to detail when working with data and documentation.
- A proactive and positive attitude, with the ability to work independently and collaborate effectively with colleagues across different departments.

What 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 (plus 3 group Trainings per week).
- Free childcare zone.
- Free parking spot next to the main office.
- Chill zone (free coffee, tea, water with lemon, etc.).
- Other benefits from Avia Solutions Group.

Salary: from 2600 € to 3000 € (brutto)

Salary comment: We will be happy to discuss the specific amount during an interview based on your experience and qualifications.

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.