OFFICE MANAGER. VILNIUS, LITHUANIA

Join BAA Training as an Office Manager and become part of our Service Procurement & Support team. This is a dynamic role involving office administration, customer service, travel coordination, supplier communication and day-to-day operational support in an international aviation environment.

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

- Service clients, would it be external or internal, keeping customer experience at the highest level
- Support daily office operations and coordinate administrative tasks to ensure smooth office activities and compliance with company policies.
- Handle all incoming enquiries (internal-external)
- Administrate documents, via internal system (DocLogix)
- Assist clients on business travel requests, book travel tickets and hotels
- Approve invoices via Finbite system
- Monitor company email box, CRM and internal project management system
- Keep stock of office supplies and place orders when necessary
- Manage migration matters (writing LOIs, dealing with migration authorities and clients)
- Organize entertainment flights and site excursions
- Organize and coordinate internal and external events
- Work according to approved company processes
- Support supplier coordination, office purchasing and day-to-day facilities-related requests
- Setting and achieving short-term and long-term goals in accordance with the company’s strategic goals
- Performing other duties and responsibilities assigned by direct manager

We dream about a team member who:

- Has at least one year of experience in administration or customer service.
- Has better than average written and spoken communication skills
- Can organize daily tasks, manage multiple requests and prioritize effectively.
- Is able to work independently and is self-motivated and willing to take ownership
- Is flexible with good time management skills
- Is curious and has inquisitive thinking such as exploration, investigation, and learning
- Is respectful and has a positive attitude, and is service-minded
- Is full of energy and commitment
- Previous experience working with DocLogix system can be an advantage
- Has good skills in a Microsoft Office 365 environment
- Uses the English and Lithuanian language at an effective operational independent level
- Uses the Russian language (would be an advantage)

- Has analytical and conceptual thinking skills
- Has willingness to share skills, knowledge and expertise
- Wants to learn every day and thinks aviation could be the love of one`s life

What we offer you:

- A health insurance package after 3 months working for the company.
- Additional holiday days for seniority after 2 years working for the company.
- A Wellness day to take care of yourself and a Birthday day to celebrate.
- Mental gym to support your emotional wellbeing from Mindletic
- An entertainment flight with a full flight aviation training simulator.
- Sport club and childcare service for your convenience.
- Public transport cover during the weekdays 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 company.
- An international and multicultural environment in vibrant industry.
- Personal growth possibilities if you are eager to progress in your career.

Salary: from 1750 € to 2400 € (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.