



TRAINING PLANNING SPECIALIST. VILNIUS, LITHUANIA

This is a great opportunity to be a part of our **Training Planning Team** in Vilnius, working together with team colleagues in our offices in Paris, France and Barcelona, Spain. You will be organizing trainings for our clients all around the world. BAA Training has offices in Lithuania, Spain, France, Vietnam and India. The company is constantly growing with a further possibilities to move to any of the multiple locations and departments we have. Aviation is a very fast-paced and truly multicultural world. If you are quick on your feet, like to converse in English, like meeting people from all around the world or love aviation – contact us now.

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

- Ensuring smooth planning and organization of Aviation trainings.
- Constant communicating with clients on their inquiries.
- Coordinating of communication between involved parties.
- Communicating and cooperating with other local and international departments / divisions of the company as well as authorities and partners.
- Providing participants with training material.
- Taking care of documentation and files according to national and international regulations and requirements.
- Constant and proactive searching of solutions for problem-solving and process improvement.
- Working according to approved company processes.
- Working with company's IT systems.
- Participating in daily meetings based on Lean principles.
- 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 more than one years of experience in administration, project management, training coordination or aviation
- Has excellent skills in a Microsoft Office 365 environment or has basic conceptional computer literacy
- Is able to work independently and is self-motivated and willing to take ownership
- Knows how to manage several complex projects at once
- Has analytical and conceptual thinking skills
- Has willingness to share skills, knowledge and expertise
- Uses the English language at an effectively operational and independent level
- Is flexible with good time management skills
- Has respectful and positive attitude
- 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 of working for the company.
- Work from home in compliance with company's policy.
- Additional holiday days for loyalty after 2 years of 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.
- Sport club and childcare service for your convenience.
- An entertainment flight with a full flight aviation training simulator.
- Public transport cover during the weekdays or parking space near the office.
- Discounts and special offers from various partners of the group.
- Extensive onboarding plan to ease your integration into the company.
- An international and multicultural environment in vibrant industry.
- Opportunities for professional growth and career development.

Salary: from 2300 € to 2650 € (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.