



JUNIOR AVIATION PERSONNEL SPECIALIST. VILNIUS, LITHUANIA

We are looking for a 5th member to join our Aviation Personnel team. It is a great chance to contribute to the future of aviation! You will be working with the people from all around the world who help our customers achieve their dream of becoming a pilot. BAA Training has offices in Vilnius, Lithuania; Barcelona and Lleida, Spain; Ho Chi Minh, Vietnam; Paris, France and India. Company is growing with further opportunities to move to other 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, meet people from all around the world and love aviation – contact us now!

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

- Administering the database of theory and flight instructors;
- Managing instructor documentation, ensuring timely updates and compliance with regulatory requirements;
- Processing invoices efficiently, ensuring timely uploads to the system;
- Effectively sourcing candidates through various channels including online and social media;
- Arranging and coordinating onboarding processes for newbies;
- Cooperating closely with Training Planning teams across company locations;
- Supporting contract management by tracking contract terms, renewals, and compliance with company policies;
- Conducting market research to identify trends in aviation personnel recruitment and retention;
- Working with company's IT systems to monitor and ensure smooth processes of Aviation personnel division;
- Pro-actively participating in process improvement projects;
- 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 good skills in Microsoft Office 365 environment or has basic conceptual computer literacy;
- Has good communication skills;
- Is attentive to details;
- Is self-motivated and willing to take ownership;
- Has willingness to work with people;
- Uses 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;
- Has previous aviation experience (advantage).

What we offer you:

- A health Insurance package after 3 months working for the Company.
- Contribution to your pension fund for seniority
- Additional holiday days for seniority after 2 years of work for 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.
- Public transport cover during the workdays or parking space near the office.
- Extensive on boarding plan to ease your integration into company.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve.
- Personal growth possibilities if you are eager to progress in your career, we have a bunch of examples to share.

Please feel free to apply to any of the below career options and we shall discuss the requirements based on your experience:



Salary: from 1819 € to 2149 € (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.