



## **HR ADMINISTRATION SPECIALIST. VILNIUS, LITHUANIA**

Locatory.com is an international company, well-known in the global aviation industry and beyond. We are currently looking for a HR Administration Specialist to join our team.

### **YOUR DUTIES**

- Preparation of documentation related to employee employment/dismissal, vacations, business trips and other absences, management of employee personal files;
- Management of employee timesheets;
- Preparation of internal company documents (orders, letters, etc.), systematization and archiving;
- Occupational safety administration;
- Preparation of general company procedures;
- Other tasks related to personnel processes, which may be assigned according to your wishes and competence.

### **JOIN US IF**

- At least 1 year of work experience in the field of Human Resources Administration;
- Good knowledge of Lithuanian and English (written and spoken);
- You are familiar with the legal acts of the Republic of Lithuania regulating labor relations and working time accounting;
- You are able to analyze, manage, accumulate, systematize, summarize, control information and prepare documents;
- You have very good MS Office and clerical skills.

### **WE OFFER**

- The opportunity to work with innovative IT solutions in the aviation industry.
- Health insurance package according to our company policy.
- Free office gym.
- Children's room where you can leave your children to play with supervision.
- Free parking.
- Various discounts and offers from our partners.

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Locatory.com is a family member of Avia Solutions Group, leaders in end-to-end capacity solutions for passenger and cargo airlines worldwide. The Group manages over 100 offices and production facilities

globally and is significantly backed by the assets of over 7,000 highly skilled aviation professionals, serving more than 2,000 clients throughout Europe, Asia, North America, Australia, and worldwide. Avia Solutions Group holds more than 500 licenses for its evolutionary range of activities across multiple business sectors. Its vast portfolio of services to clients includes ACMI, charter and cargo aviation, aircraft leasing and trading, MRO services, business aviation and VIP airline procurement, charter and cargo aviation, pilot and crew training, recruitment services, together with multiple complementary services spanning a wide range of associated operations.