



## **CREW TRAVEL OFFICER. RIGA, LATVIA**

SmartLynx Airlines is looking for a motivated and detail-oriented Crew Travel Officer to join our team. In this role, you will be responsible for arranging and managing travel for our crew members, ensuring efficient logistics while adhering to company policies and budget guidelines.

### **Key Responsibilities:**

- Coordinate and manage all travel logistics for flight crew members, including flights, accommodation, and ground transportation.
- Ensure compliance with travel policies, crew duty regulations, and operational requirements.
- Maintain accurate records of all crew travel arrangements.
- Communicate effectively with crew members regarding their travel schedules and any updates or changes.
- Resolve travel-related issues and emergencies in a timely and professional manner.
- Collaborate with other departments to ensure smooth operational flow.

### **Requirements:**

- Excellent communication and organizational skills.
- Strong attention to detail and problem-solving abilities.
- Ability to manage multiple tasks in a fast-paced environment.
- Capable of working independently and as part of a team.
- Previous experience in travel coordination or a similar role (preferred but not mandatory).
- Familiarity with AMADEUS or similar booking systems (advantageous but not required).
- Proficiency in English, both written and spoken.
- Willingness to work in shifts, including nights, weekends, and holidays.

### **This is why you will love to work with us:**

- Opportunity to work together with global aviation experts.
- International, friendly, modern, and comfortable work environment.
- Company subsidized lunch and healthy snacks in the office.
- Advanced health insurance after the probation period.
- Paid day off on your birthday.
- For professional and personal development opportunities, join our Talent Academy, Leaders Club, or other development incentives.
- Corporate and social events.
- We offer a competitive hourly rate ranging from €8.48 to €9.70 gross, depending on your experience and competencies. The position follows a shift pattern that includes day shifts, night shifts, and scheduled off days. Additional pay applies for night shifts, public holidays.

*\*Please note that background checks will be conducted on all applicants and restrictions that can suspend*

*the process of employment in accordance with the Law on Aviation Article 57.1. will be additionally evaluated.*

*By applying to this job advertisement, the applicant takes full responsibility for declaring truthful information. In case, if information submitted will be discovered false or the Background Check result will return negative, participation in the recruitment process will be terminated.*

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In its 27 years in the ACMI and air charter business, SmartLynx Airlines has earned a name for itself as one of the finest in the industry. Operating a fleet of Airbus A320s and Airbus A321s aircraft, the airline transports over 3 million passengers annually in Europe and Asia.