



Avion Express is the largest narrow-body ACMI operator in the world and the largest airline in Lithuania. Since the introduction of its first Airbus A320 in 2011, the company has grown confidently from 1 to 18 Airbus A320 family aircraft.

Headquartered in Vilnius, Lithuania, Avion Express has established long-term partnership with clients in Europe and is also operating in South America, Asia-Pacific and the Caribbean regions.

During 2018 Avion Express is operating 18 Airbus A320 family aircraft. The company creates supportive work environment and provides opportunities for employees to grow, both professionally and personally.

FLIGHT OPERATIONS ASSISTANT

DUTIES AND RESPONSIBILITIES:

- Worldwide flight planning;
- Arranging the overflight/landing permissions, ground handling, slots, fuel, catering and transport;
- Maintaining and monitoring the crew flight time limitations according to ORO.FTL requirements and the company operations manuals;
- Extensive use of the Eurocontrol flight monitoring tools;
- Maintain and update the operations management systems during the whole shift;
- Calculating and monitoring the crew duties according to the flight time limitations;
- Direct communication with the crew members, information providing;
- Worldwide logistic arrangements for the crew members;
- Crew qualifications monitoring;
- Crew planning system administration;

SKILLS AND QUALIFICATIONS:

- Working knowledge of AIR-OPS; flight planning knowledge;
- High-level knowledge of Meteorology; good geographical knowledge is essential;
- A good understanding of the aircraft performance, weight and balance;
- Good communication and team working skills;
- Flexible self-starter, able to work using initiative; ability to analyze and prioritize multiple tasks;
- Languages: Fluent English essential, other languages are an advantage;
- VGTU AGAI degree would be an advantage.
- Ability to work in shifts, including night time.

EXPERIENCE:

- Experience in commercial aviation is preferred but corporate aviation experience will be considered.
- The ideal candidate must be well-organized with the ability to multitask, work under pressure alone and in the team, maintaining a polite and professional manner at all times.

COMPANY OFFERS:

- Interesting and challenging position in an expanding company based in QUADRUM business center;
- Competitive salary and social benefits, including health insurance;
- True opportunity to face international business environment;
- All conditions required for professional and personal growth;
- Opportunity to combine work with studies.

Please apply at cvoffice@avionexpress.aero