



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.

# GDPR PROJECT MANAGER

## DESCRIPTION:

GDPR Project Manager would lead the GDPR compliance project on a fixed-term basis (till the end of 2019 with the possibility of extension). In close collaboration with all relevant departments, the GDPR Project Manager will assess, develop and integrate company processes in order to ensure GDPR compliance both in a long-term perspective and on an ongoing basis.

## DUTIES AND RESPONSIBILITIES:

- Become a lead of the personal data protection compliance project;
- Analyze the processes that deal with the processing of personal data, identify and advise on associated risks/potential gaps;
- Review and assess the action plan suggesting changes/improvements to ensure continued compliance with personal data privacy requirements;
- Ensure that up-to-date agreements are maintained with data processors and data controllers;
- Support the business in daily tasks of creating and maintaining accurate and up-to-date GDPR related documentation;
- Cooperate with the relevant authorities and be day to day primary point of contact for internal/external GDPR enquiries;
- Prepare training materials and advise/train the Company's personnel on the processing of personal data;
- Promote a data protection culture within the Company;
- Cooperate with internal departments (including legal and IT) and external consultants, lead or participate in project groups;
- Manage data subjects' requests.

## SKILLS AND QUALIFICATIONS:

- University degree in law, business management or similar adequate area;
- Written and verbal fluency in English and Lithuanian;
- 2+ years of practical work as a project manager;
- Readiness to rapidly acquire working knowledge of the data processing within the Company;
- Initiative, ability to prioritize and plan tasks;
- Strong communication and cooperation skills;
- Business process documentation experience;
- Computer literacy (MS Office).

## WOULD BE CONSIDERED AS AN ADVANTAGE:

- Certificate in a project management;
- Security or compliance experience.

## COMPANY OFFERS:

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

Please apply in English at: [cvooffice@avionexpress.aero](mailto:cvooffice@avionexpress.aero)