



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.

TRAINING COORDINATOR

DESCRIPTION:

The main purpose of this position is the coordination of all matters relating to aircrew training planning, production, maintenance and record keeping. Ensuring that all Flight Crew and Cabin Crew training complies with relevant legislation.

DUTIES:

- Prepare the flight and cabin crew training plans;
- Perform equipment and training premises reservation according to the training schedule;
- Coordinate and follow up the training process with the crew planning;
- Follow up the training progress and check training completion or additional training necessity;
- Ensure the correct use of training records and supervise training records flow after training completion from the instructor to training personal files;
- Consult flight and cabin crew on issues related to training validity;
- Follow up an appropriate identification, legibility, storage, protection, archiving and retrieval of training records.

SKILLS AND QUALIFICATIONS:

- Previous experience in Training field (know-how from the aviation industry would be considered an advantage);
- Good communication skills and positive attitude;
- Ability to work in team and individually;
- Ability to be accurate, work responsible-minded and pay attention to details;
- Very good written and spoken English skills;
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate);
- MS Office proficiency.

COMPANY OFFERS:

- Interesting 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;

Please apply at cvoffice@avionexpress.aero