

# JUNIOR IT ADMINISTRATOR

## WHY US?

Avion Express is the largest narrow-body ACMI operator in the world and the largest airline in Lithuania. In 2019 the company will operate 22 Airbus A320 family aircraft.

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

Avion Express was awarded ACMI Operator of the Year 2019 at Air Transport Awards by International Business News and reached 22nd position among Lithuanian Business Leaders Top 500 in 2018 according to Verslo Žinios.

The company creates a supportive work environment and provides opportunities for employees to grow, both professionally and personally.

## ARE YOU READY TO?

- ▶ Troubleshoot on workstations (hardware, operational systems and applications), phones, conference room equipment, etc.;
- ▶ Support the internal users (solve IT issues, consult the users);
- ▶ Support basic applications (user management, standard settings setup, administration tasks, etc.);
- ▶ Automate routine administration tasks (e.g. scripts/workflows creation).

## DOES IT SOUND APPEALING?

- ▶ Friendly atmosphere in a modern business center;
- ▶ Competitive salary and social benefits, including health insurance;
- ▶ All conditions and opportunities for professional and personal growth;
- ▶ Opportunity to work in a truly international business environment.

## DO YOU HAVE WHAT IT TAKES?

- ▶ 1-2 years of experience in a similar role;
- ▶ Excellent English language skills, both written and spoken.

### WOULD BE CONSIDERED AN ADVANTAGE:

- ▶ Experience with SharePoint or a similar platform;
- ▶ Basic understanding of networking;
- ▶ Experience with drafting self-help documentation.

*We are passionate about our work, but we also love the people we surround ourselves with.*

*Join us, you'll see what we mean.*

Apply in English at  
**[cvoffice@avionexpress.aero](mailto:cvoffice@avionexpress.aero)**