

HR COORDINATOR

(Recruiting and administrative duties)

WHY US?

Avion Express is the largest narrow-body ACMI operator in the world and the largest airline in Lithuania. In 2019 Avion Express 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 South America and Asia-Pacific.

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

ARE YOU READY TO?

- ▶ Develop and implement the recruitment and selection processes by placing ads, reviewing resumes, conducting phone calls, interviewing candidates, and extending job offers;
- ▶ Prepare and administrate HR-related documentation;
- ▶ Administrate HR records by recording new hires, transfers, terminations, changes in job classifications, working time accounting, tracking vacation, business trips, sick leaves, etc.;
- ▶ Consult employees on HR services, working time planning, payroll and working time accounting;
- ▶ Create reports for various HR projects and workforce analysis;
- ▶ Assist in ensuring compliance with policies and procedures;
- ▶ Schedule and support training and development initiatives;
- ▶ Assist with employee communication and events;
- ▶ Comply with HR department and the company's mission by completing related results as required.

ARE YOU THE ONE?

We are looking for an HR Coordinator to support our Human Resources department. You will act as the first point of contact for HR-related queries from employees, candidates, and external partners. Your main duties will include complete coordination of the recruitment process, maintaining personnel records, managing HR documents and databases, active participation in payroll activities. You should be able to ensure our HR department supports our employees while conforming to labour laws.

DO YOU HAVE WHAT IT TAKES?

- ▶ Excellent organizational and administrative skills, with an ability to prioritize important projects and attention to details;
- ▶ Flexibility and willingness to learn;
- ▶ Excellent written and verbal communication skills (both English and Lithuanian);
- ▶ Computer literacy, experience with HR software;
- ▶ Work experience in a relevant role.

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.

Apply in English at
cvoffice@avionexpress.aero