

# OFFICE 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?

- ▶ Provide highly professional assistance to clients, staff and guests who enter the reception area;
- ▶ Answer queries via phone, e-mails and in person;
- ▶ Process and prepare memos, correspondence and other office documentation;
- ▶ Contribute to staff members effort by accomplishing related requests as needed;
- ▶ Track stocks of office supplies and place orders when necessary;
- ▶ Deal with general office day-to-day tasks;
- ▶ Take care of the office environment.

## 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?

- ▶ Organized, self-motivated, focused, detail-oriented;
- ▶ Comfortable working in an international environment;
- ▶ Ability to multi-task and respond well under pressure;
- ▶ Excellent command of Lithuanian and English, ability to speak Russian or other languages would be an advantage;
- ▶ Excellent computer skills;
- ▶ Helpfulness, politeness;
- ▶ University/College degree (can be a final-year student).

*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)**