

TRAINING COORDINATOR

WHY US?

Avion Express is a narrow-body ACMI (Aircraft, Crew, Maintenance, Insurance) and charter operator. Avion Express provides top-level short and long-term aircraft wet-leasing (ACMI) solutions and also offers its clients aircraft on a charter basis. The company operates an Airbus A320 family aircraft fleet.

Avion Express is looking for ambitious professionals to support the company's matters and further development of the company. The position is based in Vilnius, Lithuania.

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

ARE YOU READY TO?

- Coordinate all matters related to aircrew training planning, production, maintenance and record keeping;
- Ensure that all flight and cabin crew training complies with relevant legislation;
- Prepare flight and cabin crew training plans;
- Coordinate and follow up on the training process with the related departments within the company;
- Perform equipment and training premises reservation according to the training schedule;
- Follow up on 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;
- Coordinate identification, legibility, storage, protection, archiving and retrieval of training records;
- Cooperate with training organizations, facilities, third-party training providers, airports and company clients.

DO YOU HAVE WHAT IT TAKES?

- 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;
- Fluency in English, both spoken and written;
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate);
- MS Office proficiency;
- Previous experience in a similar role and/or know-how from the aviation industry would be considered an advantage.

DOES IT SOUND APPEALING?

- Position, based in Vilnius, Lithuania;
- Friendly atmosphere in a modern business center;
- Competitive salary (starting from 1665 € gross, depending on your experience) and social benefits, including health insurance;
- Other benefits: lunch compensation, hybrid work schedule, opportunity to book standby flights, access to the childcare room, gym for your physical and mental health (Mindletic), daily fruits and weekly pastries;
- Opportunities for professional and personal growth;
- Truly international business environment.

Apply in English at
cvoffice@avionexpress.aero