

# GDPR PROJECT MANAGER (DPO)

## 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?

- ▶ Become a lead of the personal data protection compliance project;
- ▶ Analyze the processes that deal with the processing of personal data, identify and advise on associated risks / potential gaps;
- ▶ Review and assess the action plan suggesting changes/improvements to ensure continued compliance with personal data privacy requirements;
- ▶ Ensure that up-to-date agreements are maintained with data processors and data controllers;
- ▶ Support the business in daily tasks of creating and maintaining accurate and up-to-date GDPR related documentation;
- ▶ Cooperate with the relevant authorities and be day to day primary point of contact for internal / external GDPR enquiries;
- ▶ Prepare training materials and advise / train the Company's personnel on the processing of personal data;
- ▶ Promote a data protection culture within the Company;
- ▶ Cooperate with internal departments (including legal and IT) and external consultants, lead or participate in project groups;
- ▶ Manage data subjects' requests.

## DO YOU HAVE WHAT IT TAKES?

- ▶ Knowledge of relevant personal data protection laws (including GDPR) and practice;
- ▶ Relevant experience as a GDPR project manager and/or DPO;
- ▶ University degree in law, business management or other relevant area;
- ▶ Readiness to rapidly acquire working knowledge of the personal data processing within the Company;
- ▶ Initiative, ability to prioritize and plan tasks;
- ▶ Strong communication and cooperation skills;
- ▶ Written and verbal fluency in English and Lithuanian;
- ▶ Computer literacy (MS Office).

### WOULD BE CONSIDERED AS AN ADVANTAGE:

- ▶ Security or compliance experience;
- ▶ Business process documentation experience.

## DOES IT SOUND APPEALING?

- ▶ Position based in Vilnius, Lithuania;
- ▶ Friendly atmosphere in a modern business center;
- ▶ Competitive salary (in range from 1900 to 3600 € 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 personal and professional growth (including in other Avia Solutions Group companies);
- ▶ Opportunity to work in a truly international business environment.

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