

# Looking for Cabin Documentation Specialist

## 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?

- ▶ Maintain and develop cabin operations documentation;
- ▶ Assist Cabin Operations team in various operation related processes;
- ▶ Prepare and administrate related documentation;
- ▶ Cooperate with Station Managers in related processes;
- ▶ Perform other relevant duties according to operational needs.

## DOES IT SOUND APPEALING?

- ▶ Position based in Vilnius, Lithuania;
- ▶ Friendly atmosphere in a modern business center;
- ▶ Competitive salary (starting from 1740 to 2104 € gross, depending on your experience) and social benefits, including health insurance;
- ▶ Other benefits: hybrid work schedule, opportunity to book standby flights, access to the childcare room, gym for your physical and mental health (Mindletic);
- ▶ Lunch compensation, daily fruits and weekly pastries;
- ▶ 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;
- ▶ Ability to multitask and respond well under pressure;
- ▶ Attention to details and computer literacy;
- ▶ Fluent spoken and written English skills;
- ▶ Strong sense of responsibility;
- ▶ Good communication and team working skills;
- ▶ Ability to work in a team;
- ▶ Previous job experience in aviation would be considered as advantage.

*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)**