

Looking for **OFFICE PEOPLE EXPERIENCE 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?

- ▶ Contribute to rapid company growth by exploring possibilities how to improve employee's engagement, satisfaction well-being and foster a positive work culture;
- ▶ Utilize/implement systems and other technology tools to automate processes, ensuring accurate and efficient data management;
- ▶ Collect and analyze people-related metrics to identify trends and make data-driven recommendations;
- ▶ Be a friend/consultant/representative/listener for the whole office team;
- ▶ Actively participate in implementation of various people-related projects and initiatives;
- ▶ Assist with employee communication and events;
- ▶ Assist with checking information regarding calculation of salaries;
- ▶ Be a part of an amazing People and Culture team and contribute to various initiatives to improve our people well-being.

DO YOU HAVE WHAT IT TAKES?

- ▶ At least 2+ years of work experience in human resources field;
- ▶ Demonstrated experience in employee engagement and cultural initiatives;
- ▶ An open-mind with a constant wish to improve;
- ▶ Excellent project management and communication skills, with an ability to prioritize important projects;
- ▶ Attention to details, flexibility and willingness to learn;
- ▶ Proficiency in MS Excel and MS Word;
- ▶ Fluency both in English and Lithuanian.

WOULD BE CONSIDERED AS AN ADVANTAGE:

- ▶ Navision knowledge

DOES IT SOUND APPEALING?

- ▶ Position, based in Vilnius, Lithuania;
- ▶ Friendly atmosphere in a modern business center;
- ▶ Competitive salary (starting from 2631 to 2976 € 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, birthday day-off, gifts for marriage, childbirth and other significant life occasions;
- ▶ Opportunities for professional and personal growth;
- ▶ Opportunity to work in a truly international business environment.

Apply in English at
cvoffice@avionexpress.aero