

# Looking for **OFFICE PEOPLE & CULTURE 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 performing full cycle office personnel attraction, recruitment and onboarding processes;
- ▶ Be a friend/consultant/representative/listener for the whole office team and potential team members;
- ▶ Actively participate in implementation of various people-related projects and initiatives;
- ▶ Assist in creating reports for various people-related projects and workforce analysis;
- ▶ Assist with employee communication and events;
- ▶ Comply with People & Culture department and the company's mission by completing related results as required;
- ▶ 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 1+ years of work experience in a recruitment field;
- ▶ An open-mind with a constant wish to seek for more;
- ▶ Excellent organizational, communication and administrative skills, with an ability to prioritize important projects;
- ▶ Attention to details;
- ▶ Flexibility and willingness to learn;
- ▶ Fluency both in English and Lithuanian.

### **WOULD BE CONSIDERED AN ADVANTAGE:**

Work experience in HR generalist role;

## **DOES IT SOUND APPEALING?**

- ▶ Position, based in Vilnius, Lithuania;
- ▶ Friendly atmosphere in a modern business center;
- ▶ Competitive salary (starting from 2455 to 2807 € 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](mailto:cvoffice@avionexpress.aero)**