

Looking for **CREW 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?

- ▶ Coordinate Flight Crew Onboarding and Offboarding processes;
- ▶ Work closely with recruitment agencies regarding candidates;
- ▶ Prepare and manage People & Culture-related documentation and records;
- ▶ Answer queries via e-mails and internal support site;
- ▶ Act as a friend/consultant/representative/listener for the entire Flight crew personnel and potential team members;
- ▶ Ensure compliance with policies and procedures;
- ▶ Collect essential information to facilitate the KYC (Know Your Customer) procedure;
- ▶ Support the People & Culture department's and the company's mission by completing related results as required;
- ▶ Be a part of an amazing People & Culture team and contribute to various initiatives to improve our people well-being.

DO YOU HAVE WHAT IT TAKES?

- ▶ An open mind with a constant wish to seek for more;
- ▶ Excellent organizational, communication and administrative skills, with an ability to prioritize important projects and attention to details;
- ▶ Flexibility and willingness to learn;
- ▶ Fluent both in English and Lithuanian;
- ▶ Attention to details and computer literacy;
- ▶ Strong sense of ownership and responsibility.

WOULD BE CONSIDERED AN ADVANTAGE:

Work experience in a relevant recruitment role;

DOES IT SOUND APPEALING?

- ▶ Position, based in Vilnius, Lithuania, with an opportunity to travel;
- ▶ Friendly atmosphere in a modern business center;
- ▶ Competitive salary (starting from 1928 to 2455 € 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
cvooffice@avionexpress.aero