

INTERNSHIP in Training Department

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?

- ▶ File and maintain Flight and Cabin Crew training records in training management systems;
- ▶ Ensure correct use of training records and supervise training records flow after training completion from instructor to training personal files;
- ▶ Arranging classrooms and facilities for training sessions;
- ▶ Provide necessary material for Instructors;
- ▶ Ensure compliance with policies and procedures;
- ▶ Assist Training Department team in coordinating and administrating various training related processes.

We are passionate about our work, but we also love the people we surround ourselves with.

Join us, you'll see what we mean.

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.

DOES IT SOUND APPEALING?

- ▶ Position, based in Vilnius, Lithuania;
- ▶ Friendly atmosphere in a modern business center;
- ▶ Daily lunch compensation;
- ▶ Other benefits: access to the childcare room, gym for your physical, daily fruits and weekly pastries;
- ▶ Opportunities for professional and personal growth;
- ▶ Opportunity to sign a contract after the internship.

Apply in English at
cvoffice@avionexpress.aero