



Avion Express is the largest Lithuanian Airline providing Aircraft on Charter and ACMI basis to airlines worldwide. Avion Express is going through a substantial growth period now operating 16 Airbus 319/320/321 type aircraft for various customers around the world. Avion Express headquarters are in Vilnius, Lithuania.

# Junior Technical Records Officer

## DUTIES:

- Technical and Flight Log data entry to the computerized system
- Components movement entry to the computerized system
- Organizing of technical records boxes/scans and files
- Preparation of DVD copies and dispatch to required locations
- Preparation of various reports
- Monitoring of log books usage and supply to the line stations

## SKILLS AND QUALIFICATIONS:

- High school / University degree (student is acceptable)
- Languages: Fluent English is essential, other languages are considered as advantage;
- Good communication and team working skills;
- Flexible self-starter, able to work using initiative.

## EXPERIENCE:

- Previous experience in record keeping/library management (non-essential), ability to work in English language environment and computer literacy.

## COMPANY OFFERS:

- interesting and responsible work in a growing Lithuanian company;
- competitive salary;
- opportunity to combine work with the studies.

Please apply to: [cv@flyavex.com](mailto:cv@flyavex.com)