



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 13 Airbus 320, 1 Airbus 319 aircraft, 2 Airbus 321 aircraft. Avion Express is based in Vilnius, Lithuania.

Due to the planned expansion of the company, we are now recruiting personnel to the following position.

# Flight Operations Assistant

## DUTIES:

- Worldwide flight planning;
- Arranging over flight/landing permissions, ground handling, slots, fuel, hotac, catering and transport;
- Maintaining and monitoring crew flight time limitations according to EU-OPS Subpart Q requirements and the company operations manuals;
- Extensive use of Eurocontrol flight monitoring tools;
- Maintain and update operations management systems during whole shift;
- Long/ short term crew planning;
- Calculating and monitoring crew duties according flight time limitations (EASA FTL/ Company manuals) ;
- Direct communication with crew members, information providing;
- Worldwide logistic arrangements for crew members;
- Crew Qualifications monitoring;
- Crew training records administration;
- Crew planning system administration;
- Other relevant duties according operational needs.

NOTE: This duties description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the operational needs of Avion Express.

## SKILLS AND QUALIFICATIONS:

- Working knowledge of AIR-OPS;
- High Level Knowledge of Meteorology;
- A good understanding of aircraft performance, weight and balance;
- Flight planning knowledge;
- Good geographical knowledge essential;
- Good communication and team working skills;
- Flexible self-starter, able to work using initiative;
- Ability to work under the pressure;
- Ability to analyze and prioritize multiple tasks;
- Languages: Fluent English essential, other languages an advantage;
- VGTU AGAI degree would be an advantage.

## EXPERIENCE:

- Experience in commercial aviation is preferred but corporate aviation experience will be considered.
- The ideal candidate must be well organized with the ability to multi-task, work under pressure alone and in a team, maintaining a polite and professional manner at all times.



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#### **SPECIAL CONDITIONS:**

- Ability to work in shifts, including the night time.

#### **COMPANY OFFERS:**

- Challenging position in expanding international company;
- Competitive salary and benefits;
- True opportunity to face international business environment;
- Opportunity to combine work with studies.

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