



Avion Express is the largest airline in Lithuania and the largest narrow-body wet-lease operator in the world. In 2018 Avion Express will operate 18 Airbus A319/320/321 aircraft.

The company is growing rapidly and is now recruiting personnel to strengthen the team.

Avion Express is based in Vilnius, Lithuania.

FLIGHT OPERATIONS ASSISTANT

DUTIES:

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

NOTE: This duty's description is not intended to be all-inclusive. The 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 is essential;
- Good communication and team working skills;
- Flexible self-starter, able to work using initiative;
- Ability to work under pressure;
- Ability to analyze and prioritize multiple tasks;
- Languages: Fluent English essential, other languages an advantage;
- VGTU AGAI degree would be an advantage.



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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.

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 cvoffice@avionexpress.aero