



Avion Express is the largest narrow-body ACMI operator in the world and the largest airline in Lithuania. Since the introduction of its first Airbus A320 in 2011, the company has grown confidently from 1 to 18 Airbus A320 family aircraft.

Headquartered in Vilnius, Lithuania, Avion Express has established long-term partnership with clients in Europe and is also operating in South America, Asia-Pacific and the Caribbean regions.

In 2018 Avion Express will operate 18 Airbus A320 family aircraft.

HR ADMINISTRATOR

We are looking for an HR Administrator to support our Human Resources department. You will act as the first point of contact for HR-related queries from employees and external partners. Your main administrative duties will include maintaining personnel records, managing HR documents and updating internal databases. You should be able to ensure our HR department supports our employees while conforming to labor laws.

DUTIES:

- Preparation and administration of HR-related documentation;
- Administration of HR records by recording new hires, transfers, terminations, changes in job classifications, working time accounting; tracking vacation, sick leaves etc.;
- Consulting employees on HR services, working time planning, payroll and working time accounting;
- Assistance in staffing and recruiting, including job posting, resume reviews, candidate communication, scheduling, background screening, offer letter generation and preliminary on-boarding;
- Coordination of all activities for new employee on-boarding;
- Assistance with employee communications and events;
- Creation of reports for various HR projects and workforce analysis;
- Assistance in ensuring compliance with policies and procedures;
- Scheduling and support for training and development initiatives;
- Accomplishment of human resources department and organization mission by completing related results as needed.

SKILLS AND QUALIFICATIONS:

- Work experience in a relevant role;
- Computer literacy, experience with HR software;
- Excellent organizational and administrative skills, with an ability to prioritize important projects; attention to details;
- Flexibility and willingness to learn;
- Knowledge of HR policies and practices, working time management systems and labour code would be considered as an advantage.

COMPANY OFFERS:

- Interesting position in an expanding company based in QUADRUM business center;
- Competitive salary and social benefits, including health insurance;
- All conditions required for professional and personal growth;
- Opportunity to face truly international business environment.

Please apply at cvoffice@avionexpress.aero