



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.

IT ADMINISTRATOR

DUTIES AND RESPONSIBILITIES:

- Technical troubleshooting on workstations (hardware, operational systems and applications), phones, conference room equipment, etc.;
- Internal users support (solving of IT issues, users consulting);
- Basic applications support (user management, standard settings setup, administration tasks etc.);
- Applications backup and restore procedures setup and tests;
- Routine administration tasks automatization (e.g. scripts/workflows creation).

REQUIREMENTS:

- 1-2 years of experience in similar role;
- Microsoft Windows operational systems administration experience;

OPTIONAL SKILLS AND COMPETENCIES WOULD GREATLY CONTRIBUTE IN THE ROLE:

- Mac OS, iOS, Android operation systems administration;
- Office 365 administration;
- Experience in SharePoint or similar platform support;
- Basic understanding of networking;
- Experience drafting self-help documentation.

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