

# FLIGHT OPERATIONS ASSISTANT

## WHY US?

Avion Express is an experienced narrow-body ACMI operator operating 22 Airbus A320 family aircraft.

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

In 2019 Avion Express established Avion Express Malta, a subsidiary airline based in Malta which operates Airbus A320 aircraft fleet.

Avion Express was recognized by Verslo Žinios as one of the Top 20 Most Desirable Employers in Lithuania in 2019 and ranked 22nd among Lithuanian Business Leaders Top 500 in 2018. The company was also awarded ACMI Operator of the Year 2019 at Air Transport Awards by International Business News and became a National Winner for Lithuania in The Award for Growth Strategy of the Year category, at European Business Awards.

Avion Express is an airline of opportunities that creates a supportive work environment and conditions for employees to grow, both professionally and personally.

## ARE YOU READY TO?

- ▶ Arrange worldwide flight planning;
- ▶ Arrange overflight/landing permissions, ground handling, slots, fuel, catering and transport;
- ▶ Maintain and monitor crew flight time limitations and duties with accordance to ORO.FTL requirements and the company's manuals;
- ▶ Use Eurocontrol flight monitoring tools;
- ▶ Maintain and update Operations Management Systems during the whole shift;
- ▶ Calculate and monitor crew duties according to flight time limitations (ORO.FTL/ Company manuals);
- ▶ Communicate with crew members, providing required information;
- ▶ Arrange worldwide logistics for crew members;
- ▶ Monitor Crew Qualifications;
- ▶ Administrate Crew Planning System;
- ▶ Perform other relevant duties according to operational needs.

## DOES IT SOUND APPEALING?

- ▶ Friendly atmosphere in a modern business center;
- ▶ Competitive salary and social benefits, including health insurance;
- ▶ All conditions and opportunities for professional and personal growth;
- ▶ Opportunity to work in a truly international business environment.

## DO YOU HAVE WHAT IT TAKES?

- ▶ Working knowledge of AIR-OPS;
- ▶ High-level knowledge of Meteorology;
- ▶ Good understanding of aircraft performance, weight and balance;
- ▶ Flight planning knowledge;
- ▶ Good geographical knowledge;
- ▶ Good communication and team working skills;
- ▶ Ability to analyze and prioritize multiple tasks, and work under pressure;
- ▶ Fluent English skills.

### SPECIAL CONDITIONS:

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

*We are passionate about our work, but we also love the people we surround ourselves with. Join us, you'll see what we mean.*

Apply in English at  
**[cvoffice@avionexpress.aero](mailto:cvoffice@avionexpress.aero)**