

JUNIOR IT ADMINISTRATOR

WHY US?

Avion Express Malta is a narrow-body ACMI (Aircraft, Crew, Maintenance, Insurance) and charter operator. Avion Express Malta provides top-level short and long-term aircraft wet-leasing (ACMI) solutions and also offers its' clients aircraft on a charter basis. The company operates an Airbus A320 family aircraft fleet.

Avion Express Malta is looking for ambitious professionals to support the company's technical matters and further development of the company. The position is based in Vilnius, Lithuania.

The company creates a supportive work environment and conditions for employees to grow, both professionally and personally.

ARE YOU READY TO?

- ▶ Prepare and configure IT workplaces and accounts;
- ▶ Troubleshoot on workstations (hardware, operational systems and applications), phones, conference room equipment, etc.;
- ▶ Support the internal users (solve IT issues, consult the users);
- ▶ Support basic applications (user management, standard settings setup, administration tasks, etc.);
- ▶ Automate routine administration tasks (e.g. scripts/workflows creation).

DOES IT SOUND APPEALING?

- ▶ Position, based in Vilnius, Lithuania;
- ▶ Friendly atmosphere in a modern business center;
- ▶ Competitive salary (starting from 1596 € gross, depending on your experience) and social benefits, including health insurance;
- ▶ Other benefits: lunch compensation, hybrid work schedule, opportunity to book standby flights, access to the childcare room, gym for your physical and mental health (Mindletic), daily fruits and weekly pastries;
- ▶ Opportunities for professional and personal growth;
- ▶ Opportunity to work in a truly international business environment.

DO YOU HAVE WHAT IT TAKES?

- ▶ 1-2 years of experience in a similar role;
- ▶ Excellent English language skills, both written and spoken.

WOULD BE CONSIDERED AN ADVANTAGE:

- ▶ Experience with SharePoint or a similar platform;
- ▶ Basic understanding of networking and hardware;
- ▶ Experience with drafting self-help documentation.

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