



AB Avia Solutions Group is a WSE Listed group of companies focusing on aviation business solutions for airlines and travel business companies offering integrated fleet management, crew training, management and rental, charter flight, aircraft maintenance and other services.

The Group has developed a strong technical base, teamed and trained top-level professionals, received international activity certification and recognition. Strong technical staff and risk management team, necessary infrastructure and attractive pricing are the most important Avia Solutions Group advantages in the international aviation market.

Avia Solutions Group provides clients with professional services both in Lithuania and in other countries. The Group already has representative offices in Moscow (Russian Federation), Warsaw (Poland), Rome (Italy) and Tallinn (Estonia).

Currently the company is looking for:

ADMINISTRATIVE ASSISTANT

Working under the supervision of the Director of Administration, the full time Administrative assistant oversees and manages all office procedures and other tasks as assigned by the Director of Administration and other executive managers of the company.

Administrative assistant provides high-level administrative support for an office and for top executives of an organization. The administrative assistant is responsible for the smooth functioning of the entire office space and is the source of general information both to the clients and to the staff. He or She has to know how to work with a variety of office equipment, and may be experienced enough to do minor repairs. Word processing, writing, and communication skills are essential skills required from the Administrative assistant.

Administrative assistant is accountable for:

- oversee all aspects of general office coordination;
- maintain confidentiality in all aspects of client, staff and agency information;
- dealing with the public in the main office and is aware of the principal processes taking place in the representative offices;

- performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients.

Duties and Responsibilities:

- interact with clients, vendors and visitors;
- answer telephones and transfer to appropriate staff member;
- open, sort and distribute incoming correspondence, including faxes and email;
- sign for and distribute DHL/Bijusta or similarly delivered packages;
- prepare responses to correspondence containing routine inquiries;
- coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys;
- plan and schedule meetings and appointments;
- organize and maintain paper and electronic files;
- organize and performs data entry to the corporate document and customer support systems;
- handle travel and guest arrangements;
- attend specific meetings as requested in order to record minutes;
- compile, transcribe and distribute minutes of meetings;
- disseminate information by using the telephone, mail services, web sites, and e-mail;
- research, price and purchase office furniture, equipment and supplies;
- negotiate with vendors, maintain and examine leased equipment;
- arrange for the repair and maintenance of office equipment;
- manage areas such as conference rooms, stockrooms or corporate libraries, and retrieve data from various sources;
- provide training and orientation for new staff;
- support staff in assigned project based work;
- assists in special events, such as fundraising activities and the annual meeting;
- assist with overall maintenance of the organization and its offices;
- may conduct research, compile data and prepare papers for consideration and presentation to the Director of Administration, staff and Board of Directors;
- other duties as assigned by Director of Administration.

Requirements:

- Good spoken and written English and Russian;



- Strong presentation and negotiation skills;
- Computer literacy;
- Good writing, analytical and problem-solving skills;
- Knowledge of principles and practices of organization, planning, records management and general administration;
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, video conferencing systems, TV systems, copiers and fax machines;
- Knowledge of the basic principles and practices of bookkeeping;
- Good organizational and time management skills;
- Ability to follow oral and written instructions;

We offer:

- Great opportunities to grow professionally;
- Dynamic, inspiring and international environment;
- A stable, creative and challenging work in a young team;
- Good salary package according to the qualification and experience.

If you think you are the right person to join us, please send us your Curriculum Vitae and cover letter by e-mail cv@aviasg.com

Working time: Full-time work

Location: Vilnius

