

JOB OPENING

Avcon Jet is a dynamic, international business aviation company offering a large range of aviation solutions. It is our people, who make the difference and provide an outstanding service to our clients. That's why we are searching for devoted people sharing the aviation dream as:

Assistant Flight Operation/Crew Training



YOUR DUTIES & RESPONSIBILITIES

- Administrative support of the flight operations team
- Planning of Trainings (both internally and externally)
- Crew and Instructor/Examiner Coordination
- Administration of training contracts (worldwide)
- Processing of Training Records
- Other administrative and organizational activities

REQUIREMENTS

- Qualification for university entrance or secondary school certificate with completed professional education
- Problem solving skills and the ability to use initiative
- Good IT user skills (e.g. Microsoft Office Products)
- Excellent reading and writing skills in English language
- Team-orientation, flexibility and ability to work under stress

Avcon Jet offers you a demanding range of tasks with a high degree of responsibilities and a great working environment in a young team.

We are looking forward to receiving your application.

recruitment@avconjet.at

IMPORTANT: Subject must contain: ASSISTANT

AVCON JET AG

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