

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:

Ground Ops Support part-time, Vienna



YOUR DUTIES & RESPONSIBILITIES

- Correction and preparation of post flight data for ETS verification
- Preparation of various reports for authorities and management
- Data maintenance
- Support on daily tasks

REQUIREMENTS

- Excellent reading and writing skills in English language are a must
- Affinity for numbers
- Keen eyes on details
- At least basic knowledge with Microsoft Excel
- Aviation knowledge might be an advantage
- Willingness to learn

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

The statutory minimum monthly salary for a full-time position is EUR 2,200.00 gross. However, the actual salary depends on the monthly number of working hours and your professional qualification and experience.

We are looking forward to receiving your application.
recruitment@avconjet.at

IMPORTANT: Subject must contain: GROUND OPS

AVCON JET AG
WOHLLEBENGASSE 12-14
1040 VIENNA, AUSTRIA
PHONE: +43 1 505 47 47- 0
OFFICE@AVCONJET.AT
WWW.AVCONJET.AT