



Avcon Jet is a dynamic, international business aviation company offering a large range of aviation solutions ranging from aircraft sales, management, project development and VIP charter sales. Due to our ever increasing aircraft fleet and worldwide branch offices, Avcon Jet is searching for devoted people sharing the aviation dream as

ASSISTANT CREW TRAINING (full-time)

YOUR DUTIES AND RESPONSIBILITIES:

- 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:

- Problem solving skills and the ability to use initiative
- Qualification for university entrance or secondary school certificate with completed professional education
- Good IT user skills (e.g. Office Products, etc.)
- 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.

The Avcon Jet Trainings Department is located on the Vienna International Airport, Schwechat - Austria.

We are looking forward to meet a young and dynamic addition to our team.

Please send your application to: recruitment@avconjet.at