

# CREW TRAINING COORDINATOR (F/M/X)

## VIENNA (32+ HOURS/WEEK)



Looking for a job that will take your career to new heights in the aviation industry? Look no further! Avcon Jet, a dynamic international business aviation company, is currently seeking ambitious individuals who are ready to take their career in aviation to the next level.

At Avcon Jet, we firmly believe that our people are the driving force behind our success. It's their passion and dedication that enables us to deliver outstanding service to our clients. That's why we're actively seeking like-minded individuals who share the same aviation dream.

### SALARY

The statutory minimum monthly salary for a full-time position is EUR 2.176 gross. However, the actual salary depends on the monthly number of working hours and your professional qualification and experience.

### HOW TO APPLY

If you see the above requirements as a challenge and would like to impress us with your personality, send your application documents to [recruitment@avconjet.at](mailto:recruitment@avconjet.at). Important: We ask you to explicitly mention the job title in the subject of your application: **CREW TRAINING**.



### YOUR TASKS

- 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.



### WE OFFER YOU

- Flexible working hours that accommodate your needs.
- Exciting career opportunities within our company.
- An open and supportive environment where your questions are valued.
- We eagerly look for innovative ideas, your participation in our digitalization journey for improving processes.



### YOUR PROFILE

#### MUST HAVE

- Basic aviation knowledge
- Strong communication skills in English
- Attention to details
- Computer proficiency
- Teamwork and collaboration

#### NICE TO HAVE

- CPL or ATPL theory knowledge
- Problem-solving skills
- Flexibility and adaptability