



## **EXECUTIVE OFFICE MANAGER/ PA FOR CEO. VILNIUS, LITHUANIA**

### **YOUR NEW EXCITING CHAPTER IN THE WORLD OF AVIATION BEGINS NOW WITH SMARTLYNX AIRLINES!**

We are a strong and rapidly growing industry-leading airline looking to expand and welcome new colleagues from all over the world.

Kickstart your career in aviation with ease: most of our positions don't require previous aviation experience. The mentoring and training are on us, and the enthusiasm and passion for aviation are on you!

Join our growing company of more than 530 office employees and 1500 crew members and become a part of a dynamic, diverse & reputable team providing splendid ACMI, charter, and cargo services for top-tier clients worldwide.

Explore our open positions, and don't hesitate to apply - we are excited to have you on the team. Let's reach for the stars together!

To find out more about the company, visit our webpage-<https://www.smartlynx.aero/en/careers>

### **WHAT WILL YOU DO**

- Act as the point of contact among executives, employees, clients, and external partners;
- Coordinate the CEO's calendar, scheduling meetings, appointments, and events efficiently, setting up daily agendas for the CEO, and ensuring clarity and prioritization of tasks;
- Prioritize inquiries and requests, troubleshoot conflicts, and provide judgments and recommendations for smooth day-to-day engagements;
- Follow up on action items and commitments made during meetings to ensure timely completion;
- Manage private tasks and commitments for the CEO, ensuring confidentiality and discretion;
- Arrange and handle all logistics for Board meetings and events, including scheduling, agenda drafting, material preparation, and minute-taking;
- Prepare status reports on ongoing projects crucial for CEO decisions;
- Provide administrative assistance, such as writing and editing emails, and preparing communications on behalf of the executive;
- Manage information flow in a timely and accurate manner;
- Manage executives' calendars, set up meetings, and make travel and accommodation arrangements if necessary;
- Act as the primary point of contact for private inquiries, ensuring prompt and discreet responses at all times;
- Flexibility to be on-call 24/7 and willingness to adapt to the CEO's schedule and requirements;
- Provide hospitality to all CEO guests and ensure a welcoming environment in all interactions;
- Proactively provide information to the CMO about significant events to promote the Executive's work, employer branding, and increase employee awareness;

- Maintain the Vilnius office, ensuring daily activities run smoothly and creating a positive environment for employees;
- Lead tenders to ensure effective partnerships for office suppliers, event organizers, and similar services;
- Support internal event organization, including guest visits, larger meetings, training events, and team-building activities.

## **WHAT WE EXPECT FROM YOU**

- Strong communication and interpersonal abilities, with the capacity to interact professionally with individuals at all levels, both internally and externally, demonstrating a high level of English language proficiency;
- Proven experience as an executive assistant, personal assistant, or similar role;
- Exceptional organizational and multitasking skills, with the ability to manage multiple priorities and deadlines effectively;
- Demonstrated ability to maintain a high level of confidentiality in handling sensitive information and communications;
- Willingness and availability to travel as required, both domestically and internationally, to support the executive's needs;
- Excellent judgment and decision-making skills, with the ability to handle sensitive and confidential information with discretion;
- Proficiency in calendar management and scheduling software, with the capability to coordinate complex schedules and events efficiently;
- Attention to detail and accuracy in all tasks, including preparing documents, reports, and communications on behalf of the executive;
- Flexibility to adapt to changing priorities and work outside regular business hours as needed, including being on-call 24/7;
- Proactive mindset with the ability to anticipate needs, troubleshoot issues, and provide timely solutions;
- Experience in event planning and logistics coordination is a plus;
- Bachelor's degree or equivalent experience in business administration, management, or a related field.

*\*Please note that background checks will be conducted on all applicants and restrictions that can suspend the process of employment in accordance with the Law on Aviation Article 57.1. will be additionally evaluated.*

*By applying to this job advertisement, the applicant takes full responsibility for declaring truthful information. In case, if information submitted will be discovered false or the Background Check result will return negative, participation in the recruitment process will be terminated.*

## **THIS IS WHY YOU WILL LOVE TO WORK WITH US**

- Opportunity to work together with global aviation experts;
- International, friendly, modern, and comfortable work environment;
- Fully paid lunch and healthy snacks in the office;
- Advanced health insurance after probation period;
- Paid day off on your birthday;
- For professional and personal development opportunities, join our Talent Academy, Leaders Club, or other development incentives;
- Corporate and social events.

## **WHAT NEXT?**

Successful candidates will receive an invitation to participate in a one-way interview via the WILLO

platform. Please check your SPAM box for the invitation.

If you are chosen for the next step, you will receive an invitation for an online interview.

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In its 27 years in the ACMI and air charter business, SmartLynx Airlines has earned a name for itself as one of the finest in the industry. Operating a fleet of Airbus A320s and Airbus A321s aircraft, the airline transports over 3 million passengers annually in Europe and Asia.