



Our employees are our most valuable asset and we are looking for people who share our passion.

Our business stands for safety, experience and efficiency in the business aviation industry.

Due to the constant growth of our aircraft fleet, we are currently looking for qualified candidates to join our team in the following position:

## Crew Training Coordinator (f/m/d)

in Full Time Employment, based in Vienna Region

### Job duties:

- Planning of trainings (both internally and externally)
- Crew and instructor/examiner coordination
- Administration of training contracts (worldwide)
- Processing of training records
- Administrative support of the flight operations team
- Other administrative and organizational activities

### Your profile

- Qualification for university entrance or secondary school certificate with completed professional education
- Problem solving skills and the ability to use initiative
- Solid computer skills, experience with MS Office
- Excellent English language skills
- High degree of responsibility, service orientation and ability to work under pressure
- The right to live and work in Austria

### We offer:

A full time employment contract within a dynamic international team and a monthly gross salary of EUR 2.300,-. Overpayment is possible depending on qualification and experience.

Candidates who meet our requirements are invited to send their application by email to [jobs@ijm.at](mailto:jobs@ijm.at).