



## **HR GENERALIST. PUNTA CANA, DOMINICAN REPUBLIC (THE)**

### **ABOUT COMPANY:**

FL Technics is a global provider of tailor-made services for aircraft maintenance, repair, and overhaul (MRO), delivering solutions to commercial aviation customers worldwide. FL Technics operates in a vast network of representative offices, hangars, and shop facilities, as well as the largest independent line maintenance stations network across Europe, Asia Pacific, Africa, the Middle East, Canada, and is now expanding to the Caribbean.

With the imminent opening of our new hangar in Punta Cana, we are actively seeking exceptional individuals to join our innovative multibillion MRO family. The ideal candidates will be key contributors to our dynamic team, playing a pivotal role in shaping the success of our operations in the Dominican Republic.

FL Technics is part of Avia Solutions Group, the world's largest ACMI provider, operating a fleet of 214 passenger and cargo aircraft worldwide.

### **YOUR TASKS:**

- Be responsible for on-time delivery of People related administrative tasks e.g. creating documents, keeping People systems up to date, maintaining employee data, filling timesheets;
- Create, update and terminate employment contracts;
- Coordinate employees' Onboarding and Offboarding processes;
- Act as a local support on People related items and respond to employees' questions;
- Manage data in document's and employees' management systems;
- Work closely with colleagues on P&C related projects;

### **WHAT YOU SHOULD BRING:**

- At least 2 years' experience working with people operational or personnel administration tasks;
- Strong communication skills: oral and written;
- Accuracy, accountability, organizational and planning skills;
- Team player able to work in a fast-paced environment with ability to handle multiple tasks;
- Good knowledge of Labor Law requirements;
- Fluent in English and Spanish;
- Excellent knowledge of MS Office;
- Experience with documents' and employees' management systems is a plus.

### **WORKING AT FL TECHNICS:**

- Global Exposure - At FL Technics, we open doors to a world of boundless opportunities. Leading global group companies - from Vilnius to Canada, we are at the center of the MRO industry.

- Aviation Industry - where passion meets purpose. In this dynamic and ever-evolving industry, you'll be part of a team that shares a deep love for aviation passion that unites us and fuels our determination to achieve greatness.
- Grow to Glow mindset - We believe in nurturing our employees' potential and investing in their growth. Our Grow to Glow goal is centered around providing access to continuous learning and development opportunities.
- Stay Well focus - At FL Technics, we understand that a healthy and balanced employee is a successful employee. We focus on promoting well-being and overall mental and physical health.
- Enjoy What You Do attitude - We strongly believe that a positive and enjoyable work environment enhances creativity and productivity.

Seize this opportunity to soar to new heights with FL Technics! Apply now and be part of a globally acclaimed team shaping the future of aviation.

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FL Technics - a leading global provider of aircraft maintenance, repair, and overhaul (MRO) services, specializing in a comprehensive range of aviation solutions such as maintenance, parts and materials supply, technical trainings, wheels and brakes services, engine repair shop, engineering, design and production and aerospace logistics. With offices in Lithuania, the United Kingdom, the UAE, Canada, Germany, Italy and Thailand, FL Technics holds certifications, including EASA Part-145, Part-CAMO, Part-147, Part-21, FAA-145, UK CAA, and other NAA. Operations extend across Europe, South, Central and North Americas, the Middle East, Africa, Asia- Pacific regions.