



OFFICE EXECUTIVE. BUCHAREST, ROMANIA

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 is operating in a vast network of representative offices, hangars, and shop facilities, as well as largest independent line maintenance stations network across Europe, Asia Pacific, Africa, Middle East, and Canada.

FL Technics is part of Avia Solutions Group, the world's largest ACMI provider, operating a fleet of 192 passenger and cargo aircraft worldwide.

We are currently looking for Office Executive in Bucharest, Romania

The ideal candidate will have strong problem-solving ability, excellent communication and organizational skills, be detail-oriented and able to prioritize tasks effectively.

YOUR TASKS:

- To contribute to the activities related to supplier's management and primary accounting.
- Responsible for finding new suppliers, checks alternative offers and prepares and/or renews contracts, applying the internal purchasing procedure.
- Coordinates the process of signing and approving contracts.
- Handles invoices of company suppliers while maintain a good communication with Financials & Payroll and keeps the payment file updated.
- Participates in tenders.
- Coordinates environmental protection activities conducted at the company level.
- Prepares documentation for access permits.
- Keeps evidence of rented employees accommodation.
- Manages administrative projects such as working close to the building administration and office service providers.
- Ensures proper resources & protocol for meetings, business trips or various events.
- Handles the preparation of reports, presentation and other materials.
- Monitors and manages office inventory.

WHAT YOU SHOULD BRING:

- Higher education Diploma.
- 3 years of professional experience in similar responsibilities (in the aviation industry - nice to have but not a must).
- Knowledge of English, minimum B1 level.
- Advanced knowledge of Microsoft Office.

WORKING AT FL TECHNICS:

- Exciting multicultural and aviation environment.
- Long term contract.
- Hybrid work.
- Global career opportunities.
- Employee events.
- Medical insurance.
- Christmas and Easter bonuses.

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.