



DOCUMENTATION DEPARTMENT SPECIALIST. BRATISLAVA, SLOVAKIA

Job Title: Documentation Department Specialist

Location: Bratislava / Slovakia

Job Type: Full Time – Maternity Cover

About Us:

We are looking for a skilled and well-organized professional to join our team as a **Documentation Department Specialist** for a maternity cover position. This role is suited for someone with excellent attention to detail and the ability to manage documentation workflows in compliance with internal procedures and regulatory requirements.

Job Description:

- Manage the day-to-day operations of document control, including reviewing and updating documentation.
- Oversee the entire document lifecycle — creation, revision, publication, and archiving.
- Prepare and revise documents in accordance with internal formatting and style standards.
- Collaborate with document owners to ensure the accuracy and regulatory compliance of document content.
- Coordinate documentation changes and updates across departments.
- Ensure consistent and proper handling of documentation within the documentation management system (DMS).
- Support internal communication related to document handling and respond to ad-hoc documentation requests.

Requirements:

- Strong communication skills and high attention to detail.
- Advanced proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and Adobe Acrobat.
- Ability to work independently, manage priorities, and maintain high-quality standards.
- Familiarity with EU civil aviation regulations (particularly 2018/1139 and 965/2012).
- Experience working in an EASA-regulated environment is an advantage.
- Experience with the **Webmanuals** documentation management system is a plus.

AirExplore is Slovakia's largest charter airline providing the most flexible, full-service ACMI solutions worldwide. Based at Bratislava Airport, the airline's fleet consists of 16 aircraft, including 8 x Boeing 737-800 and 8 x Boeing 737-800F. The company offers its clients modern aircraft, experienced crews, skilled maintenance, and comprehensive insurance coverage.