



## **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.

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