



SENIOR PAYROLL SPECIALIST (PUNTA CANA). 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. FL Technics is part of Avia Solutions Group, the world's largest ACMI provider.

With the opening of our new hangar in Punta Cana, we are actively seeking exceptional individuals to join our MRO family and now we are looking for a **Senior Payroll Specialist**.

YOUR TASKS:

- Manage and oversee end-to-end payroll processes, ensuring accuracy, compliance, and timely payroll execution
- Review attendance, timesheets, overtime, vacations, leaves, allowances, deductions, and payroll incidences
- Validate payroll calculations and perform payroll controls prior to payroll processing
- Ensure compliance with Dominican Republic labor, social security, tax, and payroll regulations
- Serve as the subject matter expert for payroll-related policies, procedures, and best practices
- Advise HR and management on payroll administration, compliance requirements, and process improvements
- Act as a key payroll representative during HR and Payroll system implementation projects
- Participate in payroll process design, system configuration, testing, validation, and rollout activities
- Define payroll requirements, workflows, controls, and approval processes within the HR and Payroll system
- Support payroll data migration, validation, and system administration activities
- Prepare payroll reports, audits, reconciliations, and compliance-related documentation
- Collaborate closely with HR, Finance, and external providers to ensure payroll accuracy and operational efficiency
- Identify opportunities for payroll process improvement, automation, and standardization

WHAT YOU SHOULD BRING:

- Bachelor's degree in Accounting, Finance, Business Administration, Human Resources, or a related field
- Minimum 3 years of experience in payroll administration, payroll management, or payroll compliance roles

LANGUAGE REQUIREMENTS:

- Spanish fluency required
- Intermediate to advanced English required

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 will 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.

FL Technics is a global provider of tailor-made services for aircraft maintenance, repair, and overhaul (MRO), delivering solutions to commercial aviation customers worldwide. With more than 2500 employees 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, and Canada.