



HUMAN RESOURCES ASSISTANT (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 continued growth of our operations in Punta Cana, Dominican Republic, we are looking for a Human Resources Assistant to join our People & Culture team and support recruitment, onboarding, employee administration, and day-to-day HR operations.

YOUR TASKS:

- Create and publish job advertisements across various recruitment platforms.
- Source and screen candidates for open positions.
- Conduct initial candidate screenings and interviews.
- Coordinate interviews with hiring managers.
- Maintain communication with candidates throughout the recruitment process.
- Prepare employment contracts, letters, and other HR documentation.
- Maintain employee files and ensure accurate record keeping.
- Support employee onboarding and offboarding processes.
- Coordinate pre-employment requirements, including medical examinations and background checks.
- Assist with employee records administration and ensure HR data accuracy.
- Provide administrative support to employees and managers on day-to-day HR matters.

WHAT YOU SHOULD BRING:

- Previous experience in Human Resources, Recruitment, Administration, or a related field would be an advantage.
- Strong communication skills, both written and verbal, in English and Spanish.
- Attention to detail, ability to organize and prioritize tasks.
- Comfortable working in a fast-paced environment with multiple tasks at once.
- Knowledge of Dominican Republic labor laws would be considered an advantage.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Positive attitude, team player mindset, and focus on candidate experience.

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.