



CORPORATE COMPLIANCE SPECIALIST. VILNIUS, LITHUANIA / HYBRID WORK

We are looking for a Corporate Compliance Specialist to join our Compliance Department. The role focuses on implementing our counterparty onboarding and due diligence procedures, and on supporting the legal aspects of corporate compliance across the group. You will work with both Lithuanian and international regulatory frameworks.

The successful candidate will run onboarding checks and due diligence, help keep internal policies and procedures aligned with legal and regulatory requirements, and support corporate governance processes. This position suits a specialist who wants to build expertise in due diligence, AML/CTF and sanctions compliance, and corporate legal compliance in a dynamic, multi-jurisdictional business environment.

We promise a highly challenging field and wide scope of responsibilities, which will initially cover:

Onboarding & Due Diligence

- Implement and apply onboarding and due diligence procedures for customers, suppliers, and other counterparties.
- Conduct KYC/KYS verification, including collecting and reviewing corporate and identification documents.
- Identify beneficial owners and ownership and control structures, including in multi-jurisdictional setups.
- Perform risk assessments and screen against sanctions, regulatory, and adverse media databases.
- Prepare clear due diligence conclusions and risk ratings, and escalate high-risk cases through established approval workflows.
- Ensure compliance with internal policies and applicable AML/CTF and sanctions requirements.
- Carry out periodic reviews and ongoing monitoring of existing counterparties, and keep due diligence files complete and up to date.

Internal Policies, Controls & Risk

- Assist in drafting, implementing, and updating internal policies and procedures, with proper version control, and review them for alignment with legal and regulatory requirements.
- Support the development of group-wide compliance frameworks and internal control systems.
- Support ongoing monitoring of compliance procedures across departments, and contribute to internal audits and compliance reviews.
- Support risk management by identifying, assessing, monitoring, and mitigating compliance risks, maintaining risk registers, and tracking mitigation actions.
- Prepare internal compliance reports and summaries.
- Communicate new or updated policies to employees and deliver regular training on relevant policies, procedures, and regulatory requirements.

Legal Aspects of Corporate Compliance

- Administer and evaluate legal requests and, where needed, delegate them to the appropriate internal or external legal counsel.
- Support the legal aspects of compliance by reviewing contractual compliance clauses (sanctions, anti-corruption, AML, data protection, etc.) and assisting in their negotiation.
- Monitor changes in Lithuanian, EU, and international regulations relevant to the business, and assess their impact on internal procedures and company activities.
- Assist in preparing and reviewing corporate documents, such as incorporation documents, powers of attorney, minutes and decisions of management bodies, declarations, etc. and coordinate their execution, including signatures, approvals, and notarization where required.
- Provide compliance input to colleagues and management on legal and regulatory matters.

Corporate Documentation Management

- Maintain organized corporate and due diligence documentation databases and filing systems.
- Ensure the accuracy, consistency, and compliance of corporate records.

We dream about a team member who:

- Holds at least Bachelors' degree in Law, Compliance, Corporate Governance, Risk Management, Finance, or a related discipline; final-year students pursuing relevant studies are also encouraged to apply.
- Has at least 1 year of professional experience in compliance, KYC/due diligence, legal, risk management, or a regulatory environment, preferably within an international corporate group.
- Understands AML/CTF and sanctions requirements, beneficial ownership concepts, and corporate governance and internal control frameworks, and can identify, assess, and mitigate risks.
- Has at least 1 year of professional experience in drafting and reviewing corporate documents (such as powers of attorney, minutes and decisions of management bodies, and declarations), preferably within a group of companies or an international corporate group.
- Is confident in analyzing corporate documents and ownership structures and in drawing reasoned conclusions.
- Demonstrates professional proficiency in both English and Lithuanian, written and spoken.
- Is able to work independently while seeking guidance and supervision when needed.
- Is responsible, well-organized, detail-oriented, and capable of managing priorities.
- Is motivated to continuously learn and develop expertise in compliance and regulatory matters.
- Has an interest in the aviation industry and is eager to grow in a dynamic, fast-paced environment.

What we offer you:

- A health insurance package after 3 months of working for the company.
- Work from home in compliance with company policy.
- Additional holiday days for loyalty after 2 years of working for the company.
- A Wellness day to take care of yourself and a Birthday day to celebrate.
- Mental gym to support your emotional wellbeing from Mindletic.
- Sport club and childcare service for your convenience.
- An entertainment flight with a full flight aviation training simulator.
- Public transport cover during the weekdays or parking space near the office.
- Discounts and special offers from various partners of the group.
- Extensive onboarding plan to ease your integration into the company.
- An international and multicultural environment in vibrant industry.
- Opportunities for professional growth and career development.

Salary: from 2600 € to 3000 € (brutto)

BAA Training is one of the TOP 3 biggest independent aviation training centres in Europe providing a full scope of aviation training solutions on both – B2B and B2C levels. We are accelerating with the ambitious expansion in Europe and Asia and working with clients from 96 countries. Our mission is to provide aviation community with highly-qualified aviation professionals.