



CORPORATE COMPLIANCE SPECIALIST. VILNIUS, LITHUANIA

We are seeking a Corporate Compliance Specialist to join our Compliance Department team. The role provides a strong foundation in corporate governance, compliance, and legal support functions, with exposure to both Lithuanian and international regulatory environments.

The successful candidate will support the development and implementation of internal policies, compliance frameworks, and corporate governance processes, while also assisting with legal documentation and due diligence activities.

This position is ideal for a specialist seeking to further develop expertise in compliance, corporate law, and regulatory frameworks within a dynamic, multi-jurisdictional business environment.

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

Internal Policies & Procedures

- Assist in drafting, implementing, and updating internal corporate policies and procedures.
- Support the development of group-wide compliance frameworks and internal control systems.
- Review existing policies to ensure alignment with applicable legal and regulatory requirements.
- Ensure proper documentation management, including version control of policies and procedure updates.
- Assist in communicating new or updated policies to employees and ensuring proper acknowledgment and implementation.

Corporate Compliance & Controls

- Support the implementation and ongoing monitoring of internal compliance procedures across departments.
- Assist in preparing internal compliance reports, governance summaries, and related documentation.
- Help ensure adherence to internal approval workflows, escalation procedures, and control mechanisms.
- Contribute to internal audits and compliance reviews related to corporate governance and documentation standards.
- Identify gaps in internal processes and assist in proposing and implementing improvements.
- Perform initial and enhanced due diligence of counterparties, including KYC/KYS verification, beneficial ownership identification, risk assessment, and screening against relevant sanctions, regulatory, and adverse media databases, ensuring compliance with internal procedures and applicable AML/CTF requirements.

Corporate Documentation Management

- Maintain organized corporate documentation databases and filing systems.
- Ensure accuracy, consistency, and compliance of all corporate records.
- Support coordination of document execution processes, including signatures, approvals, and notarization where required.

Legal Support

- Draft and revise agreements within the assigned authority limits.
- Assist in drafting and preparing corporate documentation, including shareholder and board resolutions, internal governance documents, and other statutory corporate records.
- Assist in drafting and reviewing personal data processing agreements, data transfer agreements, and related documentation to ensure compliance with GDPR and other applicable data protection and privacy regulations.
- Support the handling of migration-related matters, including document preparation and review, liaison with relevant authorities, and ensuring compliance with applicable immigration legislation and internal company procedures.
- Conduct legal research on national (e.g., Lithuanian) and EU legislation, case law, and regulatory frameworks.
- Prepare legal memoranda, summaries, and comparative law analyses.
- Monitor legislative updates relevant to ongoing matters.

We dream about a team member who:

- Holds a Master's degree in Law; final-year law students are also encouraged to apply.
- Has at least 1 year of professional experience in a law firm, international corporate group, or compliance/corporate environment.
- Possesses a good understanding of Lithuanian corporate and civil law, including corporate governance, company formation and management, shareholder relations, contracts, obligations, and liability principles.
- 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, and capable of effectively managing priorities.
- Is motivated to learn and further develop within compliance and legal practice.
- 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 working for the Company.
- Work from home in compliance with company's policy.
- Additional holiday days for seniority after 2 years of work 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.
- Contemporary and convenient office space in a new growing AEROCITY area.
- Public transport cover during the workdays or parking space near the office.
- Discounts and special offers from various partners of the group.
- Extensive onboarding plan to ease your integration into company.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve.
- Personal growth possibilities if you are eager to progress in your career, we have a bunch of examples to share.

Salary: from 2400 € to 3050 € (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.