



TRAINING COORDINATOR (PUNTA CANA). PUNTA CANA, DOMINICAN REPUBLIC (THE)

ABOUT THE COMPANY:

FL Technics is a global provider of aircraft maintenance, repair, and overhaul (MRO) services, delivering comprehensive solutions to commercial aviation customers worldwide. The company operates an extensive network of representative offices, hangars, and specialized shop facilities, as well as one of the largest independent line maintenance networks across Europe, Asia-Pacific, Africa, the Middle East, and Canada. FL Technics is now expanding its operations into the Caribbean.

With the upcoming opening of our new aircraft maintenance hangar in Punta Cana, we are looking for a motivated **Training Coordinator** to join our growing team in the Dominican Republic and support the development of our technical workforce.

ABOUT THE JOB:

This role is responsible for **coordinating and organizing training activities for aircraft maintenance personnel**.

You will work closely with maintenance managers, instructors, and technical personnel to ensure that all training activities are properly planned, documented, and compliant with aviation regulatory requirements.

This role plays an important part in supporting the continuous development and qualification of our technical staff working on aircraft maintenance and components.

YOUR TASKS:

- Coordinate and schedule training programs for aircraft maintenance personnel.
- Organize initial and recurrent training sessions for technical staff.
- Maintain accurate training records, certificates, and documentation.
- Monitor training validity and track upcoming expiration of staff qualifications.
- Ensure training activities comply with FAA, IDAC, and company requirements.
- Support training planning related to Boeing 737 and Airbus A320 aircraft types.
- Coordinate training logistics with instructors and training providers.
- Identify, evaluate, and coordinate with external training providers to support technical training needs.
- Research and source new training providers and programs when required.
- Provide administrative support related to training processes.
- Track training completion and support reporting to management.

WHAT YOU SHOULD BRING:

- At least 18 years old.
- Experience in training coordination, training administration, or aviation maintenance environment would be an advantage.
- Professional or technical degree related to aviation, training, or administration.
- Knowledge of the aircraft maintenance environment is an advantage.
- Familiarity with FAA / IDAC regulations and aviation training requirements is a plus.
- Strong organizational and communication skills.
- Ability to manage documentation and training records accurately.
- English language proficiency required.
- Responsible, detail-oriented, and proactive mindset.

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'll be part of a team that shares a deep love for aviation, a 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.