



FACILITIES COORDINATOR (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 the experienced Facilities Coordinator.

YOUR TASKS:

- Supervise general maintenance tasks related to air conditioning, electrical, plumbing, and minor civil works (e.g., drywall, painting, lighting, etc.).
- Coordinate and follow up on service requests and repairs with external vendors and technicians.
- Support the layout, installation and relocation of desks, workstations, and office furniture.
- Ensure facilities remain clean, safe, and functional at all times.
- Maintain updated logs and records of maintenance activities.
- Monitor compliance with health, safety, and building regulations.
- Coordinate office moves, re-configurations, and workspace allocation to optimize space usage and comfort.
- Manage uniform-related responsibilities, including inventory, sizing coordination, distribution, and replacement tracking.
- Support logistics and operational needs of the maintenance and HSE departments.
- Maintain excellent communication with internal departments and external service providers

WHAT YOU SHOULD BRING:

- Minimum 2 years of managerial experience in facilities management, infrastructure maintenance, or general services;
- English proficiency at B2 level or higher;
- Spanish proficiency;
- Strong computer literacy;
- Ability to coordinate multiple contractors or vendors;
- Knowledge of physical adaptations (painting, partitioning, air conditioning, basic electrical work);
- Structured, accurate, and responsible work ethic.

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 - a leading global provider of aircraft maintenance, repair, and overhaul (MRO) services, specializing in a comprehensive range of aviation solutions such as maintenance, parts and materials supply, technical trainings, wheels and brakes services, engine repair shop, engineering, design and production and aerospace logistics. With offices in Lithuania, the United Kingdom, the UAE, Canada, Germany, Italy and Thailand, FL Technics holds certifications, including EASA Part-145, Part-CAMO, Part-147, Part-21, FAA-145, UK CAA, and other NAA. Operations extend across Europe, South, Central and North Americas, the Middle East, Africa, Asia- Pacific regions.