



PEOPLE OPERATIONS SPECIALIST (MATERNITY LEAVE COVER). VILNIUS, LITHUANIA

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, and Canada.

Recognized as Top Employer of 2024, awarded by the Top Employers Institute, FL Technics demonstrates continuous effort and investments to create a great work environment and ensure the well-being of the ever-growing team in Lithuania and across the globe.

FL Technics is part of Avia Solutions Group, the world's largest ACMI provider, operating a fleet of 192 passenger and cargo aircraft worldwide.

YOUR TASKS:

- Be responsible for on-time delivery of People related administrative tasks e.g. creating documents, keeping People systems up to date, maintaining employee data, filling timesheets;
- Create, update and terminate employment contracts;
- Coordinate employees' Onboarding and Offboarding processes;
- Act as a local support on People related items and respond to employees' questions;
- Manage data in document's and employees' management systems;
- Work closely with colleagues on P&C related projects;
- Fixed term contract.

WHAT YOU SHOULD BRING:

- At least 2 years' experience working with people operational or personnel administration tasks;
- Strong communication skills: oral and written;
- Accuracy, accountability, organizational and planning skills;
- Team player able to work in a fast-paced environment with ability to handle multiple tasks;
- Good knowledge of Lithuanian Labor Law requirements;
- Fluent in English language;
- Excellent knowledge of MS Office;
- Experience with documents' and employees' management systems is a plus.

WORKING AT FL TECHNICS:

- Exclusive experience to the aviation business industry;
- Flexible working hours to promote work-life balance;
- Work remotely for up to one month a year;
- Additional private health and accident insurance;

- Discount system with partnering companies;
- Access to internal training and courses;
- Complimentary in-house gym and other sports activities;
- Supporting and cheering for your success team;
- Competitive salary range, final offer will be proposed based on your experience and competencies.

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.

Salary: from 1900 € (brutto)

FL Technics is a global provider of aircraft maintenance, repair, and overhaul (MRO) services. The Company specializes in base & line maintenance, spare parts & component support, engine, APU & LG management, full aircraft engineering, and technical training. FL Technics is an EASA Part-145, Part-M, Part-147, Part-21 as well as FAA-145 certified company with hangars in Lithuania, Indonesia and China as well as line station around the world.