



OFFICE ADMINISTRATOR (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 continued growth of our operations in Punta Cana, Dominican Republic, we are looking for an organized, proactive, and service-oriented **Office Administrator** to help create a professional, welcoming, and efficient workplace for our employees and visitors while supporting the day-to-day administrative and office operations of our growing organization.

YOUR TASKS:

- Coordinate the day-to-day administration of the office and ensure a professional, organized, and welcoming workplace.
- Welcome visitors and ensure a positive experience for guests, candidates, and business partners.
- Coordinate office suppliers and administrative services, including office supplies, printing, refreshments, and other workplace services.
- Source new suppliers, request quotations, compare proposals, and coordinate office-related purchases.
- Maintain office supplies, inventory, and workplace resources.
- Support the coordination and administration of employee services, transportation, meals, welcome kits, and other workplace-related arrangements.
- Coordinate the setup of workstations for new employees and help ensure office readiness.
- Support HR in organizing company events, employee engagement activities, and internal celebrations.
- Maintain office records, invoices, and administrative documentation.
- Provide day-to-day administrative support across departments and assist with special projects as required.

WHAT YOU SHOULD BRING:

- Previous experience in Office Administration, Administration, Customer Service, Hospitality, or a similar role.
- Excellent communication skills in both English and Spanish.
- Strong organizational and time management skills with excellent attention to detail.
- Experience coordinating suppliers, office operations, or workplace services would be considered an advantage.
- A proactive, service-oriented, and positive attitude.

- Ability to manage multiple priorities in a fast-paced environment.
- Strong problem-solving skills and willingness to take initiative.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

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 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.