



HR OPERATIONS & PAYROLL SPECIALIST (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 HR Operations & Payroll Specialist.

YOUR TASKS:

- Maintain employee records, HR documentation, and personnel files
- Administer attendance, timesheets, overtime, vacations, leaves, and employee incidences
- Prepare, validate, and consolidate payroll data to support accurate and timely payroll processing
- Maintain HR reports, trackers, and employee databases
- Support onboarding and employee administration processes
- Coordinate visa and work permit documentation
- Monitor employee documentation and expiration dates
- Act as a key HR representative during HR and Payroll system implementation project

WHAT YOU SHOULD BRING

- Bachelor's degree in Human Resources, Business Administration, Accounting, or a related field
- Minimum 2 years of experience in HR Operations, Payroll Administration, HR Coordination, or a similar role
- Strong Excel skills (pivot tables, lookups, formulas, data validation)
- Experience managing attendance, overtime, payroll inputs, and employee administration processes
- Experience with HRIS and payroll systems
- Experience participating in HRIS, Payroll, ERP, or digital transformation projects is considered a strong advantage
- Strong attention to detail and organizational skills
- Ability to handle confidential information with discretion
- Ability to manage multiple priorities in a fast-paced environment
- Experience in aviation, manufacturing, industrial, hospitality, or other operational environments is considered an advantage

LANGUAGE REQUIREMENTS

- Spanish fluency required
- Intermediate to advanced English is considered a strong advantage

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.