



DOCUMENT CONTROL AND COMPLIANCE SPECIALIST. TAGUIG, PHILIPPINES (THE)

Avia Solutions Group (ASG) Global Services Philippines is looking for a **Document Control and Compliance Specialist** to support **Avion Express**, the largest narrow-body ACMI (Aircraft, Crew, Maintenance, Insurance) operator worldwide.

Reporting to Avion Express, this position is based in the ASG Global Services Philippines office in BGC, Taguig City, working in a hybrid setup aligned with the Eastern European time zone.

About the Company

A proud member of Avia Solutions Group, **Avion Express** provides top-level short and long-term aircraft wet-leasing (ACMI) solutions and offers its clients aircraft on a charter basis. The company operates its Airbus A320 family aircraft fleet across Europe, as well as Africa, South America, and the Asia-Pacific region.

The parent company, Avia Solutions Group, is the leading aviation business group, operating across all continents with offices in Ireland, USA, Asia Pacific, UAE, Lithuania, South Africa, and Australia. Backed by 14,000 highly skilled aviation professionals, the group is the largest global ACMI provider, operating a fleet of more than 220 aircraft. The group also provides various aviation services such as MRO (Maintenance, Repair, and Overhaul), pilots and crew training, ground handling, and other interconnected solutions.

Role Overview:

As a **Document Control and Compliance Specialist**, you will be the process owner for document management within the organization. You'll play a key role in ensuring that documentation is consistent, up-to-date, compliant with aviation standards, and accessible across the Group. In this role, you'll collaborate across departments, provide training, and maintain the integrity of key systems used for document control and compliance.

Key Responsibilities:

- Own and align the company's document management process across departments; ensure it's implemented, documented, and monitored.
- Maintain and improve document systems and tools (SharePoint, Centrik, Webmanuals); manage backlog of change requests.
- Provide training and guidance on document procedures and tools.
- Set and report on KPIs to track document management effectiveness.
- Support the creation of compliance documents, including process maps and procedures.

What we are looking for:

- Bachelor's degree in aviation, Quality Management or any related field.
- Having 2 years of experience in aviation, document management, compliance or quality roles.
- Strong knowledge of document and record management principles.
- Familiarity with aviation industry regulations and standards (e.g., EASA, IOSA).
- Experience with process design and development is a plus.

The Benefits of being part of our Team:

- Contribute to meaningful projects that shape the future, allowing you to grow professionally while making a real difference.
- Be part of a collaborative and inclusive environment where your ideas are valued, and innovation takes center stage.
- Benefit from personalized learning pathways, dedicated mentorship, and a clear trajectory for career advancement.
- Enjoy a flexible work culture and comprehensive benefits that support both your personal and professional well-being.
- Your efforts will be celebrated through competitive compensation and employee recognition programs designed to highlight your contributions.

A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.