



MATERIAL CONTROLLER. RIGA, LATVIA

As a Material Controller, you will play a critical role in ensuring the smooth procurement, provision, and shipment of materials essential for scheduled aircraft maintenance. Your responsibilities will span across Hangars, Line Stations, and outsourced maintenance needs, ensuring seamless operations and compliance with aviation standards.

Key Responsibilities:

- Procure, provision, and ship materials for Scheduled Aircraft Maintenance at Hangars, Line Stations, and outsourced maintenance needs.
- Monitor critical reports and ensure accurate updates in the internal system.
- Alert the responsible person of any non-routine events, such as delays or technical issues.
- Track cargo movement through the designated tracking system.
- Supervise shipping and return shipping processes.
- Maintain records of all outstanding purchase orders with external vendors.
- Arrange transportation and forwarding services to meet delivery schedules.
- Coordinate import and export processes to ensure compliance and efficiency.
- Review and negotiate freight rates for air, courier, and land shipments.
- Control aviation part stock levels and manage inventory effectively.

Requirements:

- At least 2 years of proven experience in Aviation Material Control or a similar environment.
- Experience in Customer Support and Material Planning is an advantage.
- Strong planning and organizational skills, with the ability to manage time effectively and adapt to changes.
- A mature, stress-resilient individual with excellent communication and negotiation skills.
- Proficiency in MS Office tools.
- Excellent English skills, both written and spoken.
- Strong analytical and problem-solving abilities.
- Ability to thrive in a fast-paced environment, prioritize tasks, and meet strict deadlines.
- A first-principles thinker capable of working cross-functionally with other departments.
- A strategic mindset with the ability to understand how your role impacts overall business performance and make informed decisions.

This is why you will love to work with us:

- Opportunity to work together with global aviation experts.
- International, friendly, modern, and comfortable work environment.
- Fully paid lunch and healthy snacks in the office.
- Advanced health insurance after the probation period.
- Paid day off on your birthday.

- For professional and personal development opportunities, join our Talent Academy, Leaders Club, or other development incentives.
- Corporate and social events.
- Competitive salary starting from 2250EUR/gross based on your competencies and experience.

**Please note that background checks will be conducted on all applicants and restrictions that can suspend the process of employment in accordance with the Law on Aviation Article 57.1. will be additionally evaluated.*

By applying to this job advertisement, the applicant takes full responsibility for declaring truthful information. In case, if information submitted will be discovered false or the Background Check result will return negative, participation in the recruitment process will be terminated.

In its 27 years in the ACMI and air charter business, SmartLynx Airlines has earned a name for itself as one of the finest in the industry. Operating a fleet of Airbus A320s and Airbus A321s aircraft, the airline transports over 3 million passengers annually in Europe and Asia.