



## **RECRUITMENT 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 Recruitment Specialist.

### **YOUR TASKS:**

- Create, publish, and manage job advertisements across various platforms (LinkedIn, local job boards, social media);
- Manage end-to-end recruitment process;
- Screen CVs and shortlist candidate;
- Conduct interview;
- Coordinate interviews with hiring managers;
- Schedule, gather feedback, and maintain communication with candidate;
- Handle employment documentation;
- Prepare and issue employment contracts and onboarding form;
- Support the hiring process;
- Present job offers, negotiate terms, manage signing process;
- Organize and lead the onboarding process;
- Welcome new hires, introduce them to company culture and procedures;
- Ensure a strong candidate experience and support employer branding;
- Represent the company on social media and at job events;
- Maintain recruitment data in ATS and HR systems.

### **WHAT YOU SHOULD BRING:**

- Minimum 2 years of experience in recruitment and HR operations;
- Strong communication skills, both written and verbal, in English and Spanish;
- Attention to detail, ability to organize and prioritize tasks;
- Comfortable working in a fast-paced environment with multiple tasks at once;
- Knowledge of Dominican Republic labor laws is a must;
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook);
- Positive attitude, team player mindset, and focus on candidate experience.

## **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.

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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.