



HEAD OF PEOPLE. VILNIUS, LITHUANIA

About us

Locatory.com is one of the top three global online marketplaces in the aviation industry, helping airlines, maintenance organizations, and aviation suppliers buy and sell aircraft parts, equipment, and maintenance services through one centralized platform. We connect thousands of aviation companies worldwide and operate as part of Avia Solutions Group, a globally recognized aviation services group.

The Role

We're looking for a **Head of HR** to lead our People function with strategic vision and a hands-on approach.

As our Head of People, you will be an integral part of Locatory.com operations, supporting our growing team day-to-day. Working closely with managers and employees across the business, you will help build and maintain the people-practices, processes, and culture that underpin our ambitious growth plans.

What you'll do

- Lead and develop the People function, aligning it with business goals.
- Manage the full recruitment process, from sourcing candidates to making job offers.
- Coordinate onboarding and offboarding processes.
- Prepare employment contracts, contract amendments, and other employment-related documentation.
- Maintain employee records and ensure HR documentation is accurate and up to date.
- Review and approve monthly timesheets, leave records, and other HR administration.
- Ensure compliance with labor legislation and internal company policies.
- Partner with managers on employee relations, performance, development, and retention.
- Organize performance review and salary review processes.
- Plan and coordinate employee training and development activities.
- Drive employee engagement initiatives and follow up on action plans.
- Prepare HR reports, analyze people metrics, and provide recommendations to management.
- Develop and improve HR policies, procedures, and internal processes.
- Support leadership in organizational changes and workforce planning.
- Build and strengthen a positive, high-performance company culture.

What we're looking for

- 5+ years of experience in HR, including experience in a senior HR leadership role.
- Experience supporting fast-growing, commercial, or sales-focused organizations.

- Strong knowledge of modern HR practices across the full employee lifecycle.
- Proven ability to lead organizational change and drive people initiatives.
- Excellent communication and stakeholder management skills.
- Strong analytical mindset and ability to make data-driven decisions.
- Knowledge of Lithuanian labor law.
- Fluency in English and Lithuanian.

What We Offer

- Working with a global team.
- Health insurance package in line with company policy.
- Free access to an office gym.
- A children's room with supervised play.
- A brand-new, pet-friendly office.
- Various discounts and special offers from our partners.
- The possibility to work remotely once per week.
- Monthly salary: 4200 – 6000 Eur gross

Salary: from 4200 € to 6000 € (brutto)

Locatory.com is a family member of Avia Solutions Group, leaders in end-to-end capacity solutions for passenger and cargo airlines worldwide. The Group manages over 100 offices and production facilities globally and is significantly backed by the assets of over 7,000 highly skilled aviation professionals, serving more than 2,000 clients throughout Europe, Asia, North America, Australia, and worldwide. Avia Solutions Group holds more than 500 licenses for its evolutionary range of activities across multiple business sectors. Its vast portfolio of services to clients includes ACMI, charter and cargo aviation, aircraft leasing and trading, MRO services, business aviation and VIP airline procurement, charter and cargo aviation, pilot and crew training, recruitment services, together with multiple complementary services spanning a wide range of associated operations.