



RECORD KEEPING ANALYST (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, and Canada.

FL Technics is part of Avia Solutions Group, the world's largest ACMI provider, operating a fleet of 192 passenger and cargo aircraft worldwide.

YOUR TASKS:

- Review Maintenance Task Cards to ensure completeness, including required signatures, stamps, and supporting documentation.
- Verify proper structure, sequencing, and accuracy of maintenance records.
- Receive, scan, and prepare electronic copies of completed maintenance documentation.
- Upload, organize, and manage records within the MRO system.
- Prepare, review, and update Accountability Sheets in line with operational requirements.
- Track and monitor the status of completed maintenance tasks and associated documentation.
- Archive maintenance records in compliance with FAA regulations and internal company procedures.
- Support internal and external audits by retrieving and providing required documentation in a timely manner.
- Coordinate with Engineering, Planning, and Maintenance teams to resolve missing or incorrect documentation.
- Identify discrepancies or incomplete records and follow up until full resolution is achieved.

WHAT YOU SHOULD BRING:

- Bachelor's degree in Business Administration, Industrial Engineering, Aviation Management, or related fields.
- Minimum of 2 years of experience in documentation, administration, data entry, or document control roles.
- Previous experience in documentation, administration, data entry, or document control roles.
- Strong attention to detail and high level of accuracy when handling technical or structured documents.
- Good organizational and time management skills, with the ability to manage multiple tasks and deadlines.
- Ability to follow procedures, checklists, and standardized processes consistently.
- Basic understanding of technical or structured documentation (aviation knowledge is a plus; training will be provided).

- Effective communication skills and ability to coordinate with cross-functional teams.
- Intermediate English level (reading and writing required).
- Proficiency in Microsoft Excel and basic office tools.

ADVANTAGES:

- Experience in the aviation industry (MRO or airline environment).
- Familiarity with aircraft types such as Airbus A320 or Boeing B737.
- Experience in quality, compliance, or document control processes.

WORKING AT FL TECHNICS:

- Exclusive experience to the aviation business industry;
- Access to internal training and courses;
- Supporting and cheering for your success team;
- Competitive salary range, final offer will be proposed based on your experience and competencies.

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.