



## DOCUMENTATION DEPARTMENT MANAGER. BRATISLAVA, SLOVAKIA

**Job Title:** Documentation Department Manager

**Location:** Bratislava / Slovakia

**Job Type:** Full Time - Maternity Cover

### About Us:

We are currently looking for a skilled and motivated **Documentation Department Manager** to join our team for a **maternity cover** position. This role is ideal for a **proactive and organized professional** with strong leadership skills and solid experience in documentation management within a **regulated environment**.

### Key Responsibilities

- Lead and manage the Documentation Department, ensuring efficient daily operations and cross-functional collaboration.
- Configure, maintain, and continuously improve the documentation management system.
- Cooperate with various departments to ensure that documentation remains accurate and up-to-date, in line with operational and regulatory changes.
- Work with document owners to integrate relevant regulations (e.g., **EU 2018/1139, 965/2012**) into internal documentation.
- Support audit preparation activities and ensure documentation meets audit requirements.
- Supervise and guide the Documentation Department Specialist and Documentation Department Officer.

## Requirements

- Strong communication and teamwork skills.
- Proficiency in **Microsoft Office Suite** (Excel, Word, PowerPoint) and **Adobe Acrobat**.
- Excellent organizational and leadership capabilities.

## Preferred Qualifications

- Familiarity with **EU aviation regulations** (2018/1139 and 965/2012).
- Knowledge of the **EASA regulatory environment** is an advantage.
- Experience with the **Webmanuals documentation system** is a plus.

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