



LOGISTICS OFFICER. BRATISLAVA, SLOVAKIA

We are looking for a **Logistics Officer** to join our team and support the flow of materials, tools, and equipment necessary for aircraft maintenance. This role plays a key part in ensuring efficient logistics operations both at the main base and at outer stations, in accordance with internal procedures and regulatory requirements.

Responsibilities:

- Making material and service purchase orders based on requests from other departments and in close cooperation with the Maintenance Director
- Receiving only undamaged packages of supplies delivered by suppliers/freight forwarders into the warehouse
- Performing incoming inspections of delivered aircraft components and materials according to AirExplore procedures
- Releasing tools and equipment only if they are listed and approved, in compliance with company procedures
- Placing orders for components, materials, tools, and equipment in an economically efficient manner and in accordance with applicable regulations and internal rules
- Adding or removing storage facilities at outer bases as instructed by the Head of the Logistics Department
- Checking the storage facilities at outer bases to ensure compliance with regulations and internal standards
- Ensuring customs-related matters meet the requirements of relevant customs offices, especially at outer base locations
- Receiving and releasing aircraft components, materials, tools, and equipment to/from the warehouse in line with internal procedures
- Shipping materials and equipment to outer base LMS locations in compliance with customs provisions and company processes
- Maintaining accurate records of delivered and used aircraft components and materials in the OASES system
- Managing outer base warehouse records of received and released items based on Maintenance Department inputs
- Verifying required documentation for stored items and issuing documentation upon material release
- Monitoring warehouse entries, escorting visitors, and protecting the premises from unauthorized access
- Ensuring proper storage conditions are maintained for all stored items, as specified by manufacturers
- Preventing damage or deterioration of stored components, materials, tools, and equipment
- Performing duties as per the work schedule set by the Head of the Logistics Department
- Ensuring proper use of company vehicles in line with internal vehicle policy
- Acting as auditee during internal or external audits related to the Logistics Department
- Supporting scheduled heavy maintenance (C-check) by coordinating material and equipment supply

to contracted maintenance organizations

- Verifying and approving invoices related to purchases made by the Logistics Department
- Checking the condition of tools (including calibrated tools) and equipment
- Keeping accurate records of used tools and providing condition updates as required
- Arranging the purchase of new tools and equipment based on Maintenance Department requirements
- Ensuring the proper disposal of outdated or damaged tools and equipment
- Receiving new and removing old tools from the corresponding registries
- Ensuring calibration of measuring instruments
- Managing and maintaining Fly-Away and Base Kits in accordance with internal procedures
- Administering the OASES system related to Logistics Department, MCC, and AMO usage
- Conducting internal training sessions on OASES logistics modules for Logistics, MCC, and AMO staff

Employee perks, benefits

- Attractive and dynamic environment of an airline company
- Providing a laptop and mobile phone
- Experience your favorite events at the Ondrej Nepela Arena in Bratislava from the comfort of our corporate SKYBOX
- Take advantage of a financial benefit of €100 per year for cultural activities within our Sky Culture program or use them for health or sports purposes within the Fly Fit program!
- MultiSport card
- Birthday day off - we gift you a well-deserved rest on your birthday

Personality requirements and skills

- **Proven experience** in a similar logistics or supply chain position is essential
- Strong **teamwork and communication skills**, with the ability to collaborate across departments
- A solid understanding of **customer needs and expectations** in a dynamic operational environment
- Ability to **read, understand, and follow written procedures** and regulatory requirements
- **Self-driven and proactive** approach to tasks, with a strong sense of responsibility
- Competence in **problem-solving and troubleshooting**, especially in time-sensitive situations
- High level of **attention to detail** to ensure accuracy in documentation
- Ability to **prioritize tasks**, handle multiple responsibilities simultaneously, and perform effectively under pressure

Salary: from 2200 € to 2400 € (brutto)

AirExplore is Slovakia's largest charter airline providing the most flexible, full-service ACMI solutions worldwide. Based at Bratislava Airport, the airline's fleet consists of 16 aircraft, including 8 x Boeing 737-800 and 8 x Boeing 737-800F. The company offers its clients modern aircraft, experienced crews, skilled maintenance, and comprehensive insurance coverage.