



## **AOG DESK COORDINATOR. SANTA VENERA, MALTA**

We are looking for a dynamic and organized **AOG Desk Coordinator** to join our team in Malta. In this role, you will play a critical part in ensuring the smooth flow of aviation operations by managing urgent material requests and ensuring timely delivery to internal and external customers. If you excel in logistics, communication, and problem-solving, this role offers an exciting opportunity to grow in the aviation industry.

### **Key Responsibilities:**

- Handle AOG (Aircraft on Ground) and day-to-day requirements for internal and external customers, including order input, parts sourcing, and timely delivery.
- Manage the complete request process, from accepting customer requests to coordinating the delivery of components.
- Monitor and manage incoming material requirements (routine and critical), collaborating with SmartLynx Warehouse, Maintenance Control Center, line maintenance technicians, sellers, and logistics companies.
- Respond promptly and efficiently to AOG requests, ensuring customer satisfaction.
- Service internal and external customer requests in line with contractual parameters.
- Maintain accurate records of all actions in the ERP system, ensuring attention to detail and data integrity.

### **Requirements:**

- Experience in logistics and procurement operations is an advantage.
- Previous experience in aviation material control is a plus.
- Strong organizational skills with the ability to meet deadlines.
- Excellent written and oral communication skills; ability to work effectively as part of a team.
- Proficiency in English (written and spoken) is essential.
- Flexibility regarding working hours and responsibilities.
- A proactive attitude and willingness to learn and develop in the role.

### **This is why you will love to work with us:**

- Opportunity to work together with global aviation experts.
- International, friendly, modern, and comfortable work environment.
- Fully paid lunch and healthy snacks are available in the office.
- Advanced health insurance after the probation period.
- Paid day off on your birthday.
- For professional and personal development opportunities, join our Talent Academy, Leaders Club, or other development incentives.
- Corporate and social events.
- Competitive salary based on your competencies and experience.

*\*Please note that background checks will be conducted on all applicants and restrictions that can suspend the process of employment in accordance with the Law on Aviation Article 57.1. will be additionally evaluated.*

*By applying to this job advertisement, the applicant takes full responsibility for declaring truthful information. In case, if information submitted will be discovered false or the Background Check result will return negative, participation in the recruitment process will be terminated.*

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In its 27 years in the ACMI and air charter business, SmartLynx Airlines has earned a name for itself as one of the finest in the industry. Operating a fleet of Airbus A320s and Airbus A321s aircraft, the airline transports over 3 million passengers annually in Europe and Asia.