



## **MATERIAL CONTROLLER. RIGA, LATVIA**

### **YOUR NEW EXCITING CHAPTER IN THE WORLD OF AVIATION BEGINS NOW WITH SMARTLYNX AIRLINES!**

We are a strong and rapidly growing industry-leading airline looking to expand and welcome new colleagues from all over the world.

Kickstart your career in aviation with ease: most of our positions don't require previous aviation experience. The mentoring and training are on us, and the enthusiasm and passion for aviation are on you!

Relocate to one of our headquarters in Riga, Tallinn, Malta, or Vilnius or, in some available positions, work from anywhere in the world and visit your team when needed.

Join our growing company of more than 430 office employees and 1400 crew members and become a part of a dynamic, diverse & reputable team providing splendid ACMI, charter, and cargo services for top-tier clients worldwide.

Explore our open positions, and don't hesitate to apply - we are excited to have you on the team. Let's reach for the stars together!

To find out more about the company, visit our webpage-<https://www.smartlynx.aero/en/careers>

### **WHAT WILL YOU DO**

- You will procure, provision, and ship materials for Scheduled Aircraft Maintenance for Hangar, Line stations, and outsourced maintenance needs;
- Monitor critical reports and update internal system;
- Alert on any non-routine event (any kind of delays and technical problems) the responsible person;
- You will monitor cargo movement through the tracking system;
- You will supervise shipping/return shipping;
- Responsible for maintaining a record of all outstanding purchase orders with external vendors;
- Arrange transportation and forwarding services for all orders to ensure material is delivered as per schedule;
- Coordinate imports and exports;
- Review freight rates: air, courier, and land;
- Control Aviation part stock levels.

### **LET'S TALK ABOUT YOU**

- You should have at least 2 years of proven experience in the Aviation Material Control environment;
- You should be a university graduate or started higher education (a degree in Logistics, Supply Chain, or related technical area required);
- Good planning skills that go along with proper time management and flexibility;

- You should be a mature and stress-resistant person with good communication and negotiation skills;
- Good MS Office skills are essential for this role;
- You should have excellent English (both: written and spoken);
- Good analytical and problem-solving skills;
- Demeanor to thrive in a high-paced environment, requiring exceptional organizational skills, juggling priorities, and adhering to strict deadlines;
- The ability to think from first principles and work well cross-functionally, including with other departments;
- Ability to work within rigid timelines and budgets;
- Ability to work in both Customer Support and Material Planning areas;
- Ability to see a broader picture of how your performance affects the business and make informed decisions.

*\*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 is returned negative, participation in the recruitment process will be terminated.*

### **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 in the office;
- Advanced health insurance after probation period;
- Paid day off on your birthday;
- Affordable travel option on SmartLynx Airlines charter flights for you and your family;
- For professional and personal development opportunities, join our Talent Academy, Leaders Club, or other development incentives;
- Corporate and social events.

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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.