



JOB DESCRIPTION

Job Title: Auditor, Regulatory - Quality Assurance
Department: QA
Reports to: Lead Auditor, QA

Essential Functions and Key Responsibilities:

- Plans, executes, and follows up on audits, including preparing audit reports and documenting findings.
- Works with various departments in order to resolve compliance issues, provide recommendations for corrective actions; maintain continuous communication throughout problem resolution process.
- Provide training as needed regarding compliance issues, regulation changes and criteria across the site.
- Support and maintain audit files and ensure proper documentation standards are adhered to.
- Support the Lead Auditor in continually monitoring procedural compliance to ISO 9001: 2015, AS/EN 9100 & 9110, and 14 CFR Part 145 Repair Station.
- Support the Lead Auditor with regulatory, 3rd party and customer audits.
- Develop and maintain KPI data in support of the Quality Assurance department
- Create detailed quality audit plans, schedules, and checklists as needed.
- Perform other tasks as assigned by Quality Department Leadership

Qualifications:

- (Preferred) Ability to lead audits pertaining to the following;
 - ISO Certification 9001:2015
 - AS/EN 9100 & 9110
 - FAA Regulations 14 CFR Part 145
- 2-5 years' experience in a progressive quality department environment.
- Technical training with aircraft and / or component experience highly desirable.
- 1-2 years' experience in an auditing role.
- Working knowledge of root cause analysis and associated tools.
- Ability to work as an individual contributor or as a member of a team.
- Strong computer skills and excellent communication skills.
- Team player with a customer orientation.
- Ability to travel.

Supervisory Responsibilities: None

Physical/Work Environment:

While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls: reach with hands and arms; talk and hear. Employee must occasionally lift and/or move. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May be exposed to hazardous chemicals. Work around machinery with moving parts. Specialized PPE may be required. The noise level in the work environment typically is usually moderate.

Approval:

Area Manager / Supervisor

Signature: _____ Title: _____ Date: _____

Human Resources

Signature: _____ Title: _____ Date: _____

This job description will be reviewed and updated periodically.