



Vacancy Announcement

DATE: September 24, 2018
TO: All Qualified Applicants
FROM: Human Resources
RE: Safety Auditor
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a **Safety Auditor for Ravn Air Group**. This position reports to the **Director of Safety Assurance** and is responsible for working within the scope of the **Company's Safety Audit Program**. The successful candidate will have a minimum of three years' experience conducting internal evaluations or quality audits, the ability to manage changing priorities and deadlines, and excellent presentation skills.

This is a **non-exempt, full time, benefits-eligible position**. Position typically works **Monday through Friday in Anchorage**, however overtime may be required as dictated by business needs.

Minimum Qualifications

- High School Diploma/GED required, Associate's or higher is highly preferred;
- A minimum of three years of experience conducting internal evaluations or quality audits;
- A Lead Safety or Quality Auditor Certificate is highly preferred;
- Ability to prepare professional and concise reports while working within aggressive timelines;
- Strong understanding of IOSA Standard and Recommended Practices (ISARPs) is preferred;
- Strong communication (verbal, written, listening), presentation, and interpersonal skills;
- Strong attention to detail, with the ability to multi-task and follow-through to completion;
- Demonstrated aptitude towards problem identification and resolution;
- Requires strong knowledge of Microsoft Office (PowerPoint, Word, and Excel) and ideally has experience with database software;
- Strong proficiency with a safety database, including the ability to accurately categorize and process incoming reports, construct accurate queries of database information, and interpret and communicate results is highly preferred;
- Completion of IOSA Auditor Training course is ideal;
- Able to pass a background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

Duties & Responsibilities

- Responsible for reviewing the annual audit schedule, in coordination with the Quality Audit Manager;

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- Making contact with evaluation POCs (points of contact) the month prior to the month of a scheduled evaluation to confirm on-site dates and arrangements;
- Prepare for evaluations, including reviewing previous reports to identify items for follow-up, by reviewing applicable Company manuals to ensure familiarity with requirements;
- Ensure the development/revision of audit checklists are relevant to its scope, including providing accurate cross-references to Company manual content, FARs and ISARPs;
- If working in a team of two or more evaluators, agree on which evaluator will be the lead and have a team meeting to prepare and agree upon the split of audit activities and timetable;
- Execute on-site evaluation activities; accurate records of these activities must be made on evaluation checklists, and copies of objective evidence or photographs must be maintained for all identified non-conformances or non-compliances;
- Prepare accurate Corrective Action Records (CARs) and issue to responsible managers within prescribed timelines;
- Prepare reports that summarize evaluation activities and submit these to the Director of Safety Assurance for review;
- Review corrective action plans and corrective action closure evidence provided by responsible managers and validate its acceptability; where the response and/or evidence are unsatisfactory, correspond directly with the responsible manager until an acceptable response is received;
- Other duties as assigned and within the scope of this position.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVN AIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@flyravn.com

Fax: (800) 616-5081

Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

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