

JOB DESCRIPTION: AUDITOR

Position

Reporting to the Executive Director, the Auditor conducts audits of aviation safety programs in accordance with Medallion standards under the Shield Program®.

The Auditor must have a background in aviation with knowledge about investigating or evaluating commercial aviation operations. The Auditor must have general knowledge of Safety Management Systems and specific knowledge about the concepts associated with Risk Management. The position requires some travel within the state of Alaska and is part-time.

Duties

Evaluate the operational aspects of Medallion Shield program

Perform on-site audits to ensure basic compliance with an aviation operator's Medallion safety program

Interface with Medallion Program Managers and Executive Director on progress of programs and deficiencies

Work with Program Managers and operators to develop corrective action plans

Maintain Medallion records on audits and performance

Expected to operate independently and schedule audits with the clients

Use his/her knowledge, discretion and independent judgment to identify any areas that may need improvement

Qualifications

Minimum 5 years' experience in aviation industry

Must have previous aviation auditing experience, ISO 9000, IS-BAO a plus

Must have excellent communication skills and be able to interact with a wide variety of people

Have basic computer skills

Must have no travel restrictions

Able to work with minimal supervision

Must be able to lead people and accept responsibility

Experience in audit processes, including but not limited to identifying areas in need of improvement, briefing company management and program managers, and share 'best practices'

Knowledge and understanding of the Federal Aviation Regulations

Experience working with certificated aviation businesses

Aviation maintenance management background a plus

Familiarity with Medallion Shield Program a plus

Working knowledge of Safety Management System

Aviation safety background.