

NOTICE OF POSITION AVAILABLE

Permanent Full-Time Quality Assurance Auditor

Conair is Canada's most experienced specialty aircraft operations provider, delivering a comprehensive range of aerial fire control products and services to a variety of national and international customers and partners. Our long-standing reputation for providing service excellence makes us an industry leader.

People define Conair and we currently have an opening for a full time permanent Quality Assurance Auditor position.

Reporting to the Quality Assurance Manager as a Quality Assurance Auditor at Conair, you are responsible for audit planning, execution, follow-up and re-audit, if necessary, at all Conair operating locations as well as at vendor and contracted maintenance facilities.

Understanding the importance of a non-punitive approach to quality audits, as well as the need for collaboration with others to improve quality performance is essential for this role.

In this role your duties will include the following:

- Determine objectives and scope of audits to ensure we are meeting Aviation Regulations, Standards, and Conair Policies and Procedures requirements.
- Conduct gap analysis (Regulations and Standards vs. documented policies and procedures).
- Verify adequacy of checklist and/or prepare new checklist questions.
- Determine sample size of audits.
- Provide notice of audit to department Managers/Supervisors as applicable.
- Prepare for audit meetings.
- Review relevant product/service performance history.
- Conduct audit interviews.
- Observe work practices.
- Review records.
- Evaluate compliance.
- Prepare and submit final audit reports.
- Conduct Audit Investigations to identify root causes of any non-conformities.
- Evaluate corrective action plans.
- Follow up on implementation and effectiveness of CAP.
- Aid in Process developments or amendments, as required.
- Provide input to audit process.
- Identify need for professional development training for QA Auditor role.
- Other related duties as assigned by QA Manager.

We are looking for someone with:

- Ability to read and interpret text. Example: Aviation Regulations/Standards Manuals, Reports, Specifications etc.
- Ability to create checklists to track processes during the physical audit.
- Ability to review CARS regulations including amendment tables to determine applicability of amendments to the company or the audit program.
- Ability to complete forms accurately.
- Good oral communication skills.
- Ability to find ways to overcome obstacles or resolve issues so that quality objectives may be achieved.
- Ability to assess a situation and determine a course of action by applying knowledge, past experience, logic, and insight.
- Ability to plan and organize job tasks.
- Ability to interact and clearly communicate with a wide variety of people both internal and external to the Company. Should be able to explain procedures, listen to concerns, and provide practical solutions to such problems.

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- A team player, ability to deal with people in a polite and courteous manner.
- Excellent knowledge of Conair Policies and Procedures would be an asset.
- Ability to read, write and communicate in English.
- Ability to travel within Canada and Internationally for business up to 15% of the time.

Training/Education:

- Completion of grade 12 or equivalent.
- Minimum 2 years related aviation/aerospace experience.
- Valid driver's license and clean driving record.
- Experience with Microsoft Office programs including Outlook, Excel, and Word.
- Previous experience in a Quality Assurance role an asset.
- Completion of a recognized auditing course an asset.

If you are qualified and interested in this position, please submit your resume by April 16, 2021 to comework@conair.ca with **Quality Assurance Auditor** in the subject line.