



## INTERNAL POSTING

<b>Date:</b>	April 16, 2019	<b>Posting Number:</b>	19-059
<b>Position:</b>	Manager Flight Ops QA	<b>Reports To:</b>	Senior VP Operational Compliance
<b>Location:</b>	YYZ – Head Office	<b>Shift Days/Hours:</b>	Permanent, Full-Time

### Primary Objective of the Position:

The Manager Flight Ops QA is responsible for the implementation, maintenance and day-to-day administration of the Flight Operations Quality Assurance Program.

### Essential Position Functions:

- Day-to-day administration of the Flight Operations Quality Assurance Program.
- Auditing the Flight Operations Program through the conduct of periodic scheduled special purpose and random audits through all functions of Flight Operations, and maintaining complete documentation of audits performed.
- Maintaining the Flight Operations Quality Assurance Manual, in order to ensure the Manual meets the Flight Operations Program and regulatory requirements, and provides guidance for policy, procedure and industry practices for Quality Assurance.
- Coordinating with the Cargojet SMS and the Cargojet AMO quality assurance programs.
- Providing input for revisions to standards and procedures in the Flight Operations department.
- Liaising and coordinating with external agencies for the conduct of regulatory or industry audits as may be required.
- Fulfilling all SMS Duties and Responsibilities required of employees.
- Overseeing the implementation of the activities and processes associated with the Quality Assurance Program.
- Performing other duties as required.

### Minimum Qualifications:

- Three (3) years Airline experience.
- One (1) year in Management / Supervisory Position(s).
- Formal training or certification as a Quality Auditor.
- Relevant operational and auditing experience.
- Good working knowledge of Company Policy and Quality Assurance processes.
- Good working knowledge of the Canadian Aviation Regulations and/or IATA Operational Safety Audit standards.
- Good knowledge of PC hardware and software applications.

### Important to Know:

- Cargojet is an equal opportunity employer. We thank you for your interest. Only those candidates selected for an interview will be contacted.
- We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.
- At Cargojet, we make safety the highest priority. Because of this priority and as we operate in a safety-sensitive environment, we require all employees to abstain from consuming Cannabis, in and outside of the workplace. This is a critical element of our drug and alcohol policy that all employees must comply with at all times.

**Application Deadline:** May 1, 2019      **E-Mail:** pbhaskaran@cargojet.com

**Send Application to:** Human Resources      **Fax:** 905.501.7582