



INTERNAL POSTING

Date:	April 16, 2019	Posting Number:	19-060
Position:	Manager SMS	Reports To:	Director SMS and Security
Location:	YYZ – Head Office	Shift Days/Hours:	Permanent, Full-Time

Primary Objective of the Position:

The Manager SMS is responsible for the implementation, maintenance and day-to-day administration of the SMS throughout the organization on behalf of the Accountable Executive and senior management.

Essential Position Functions:

- Day-to-day administration of the SMS Program.
- Processing reports received through the safety reporting system.
- Ensuring policies and procedures are executed to achieve an operating environment that meets safety objectives.
- Maintaining a communicating and reporting system to ensure the timely collection and distribution of information related to hazards, incidents and accidents that may adversely affect safety.
- Investigating, analyzing and identification of the cause or probable cause of hazards, incidents and accidents identified by the Cargojet SMS.
- Maintaining a safety data system to monitor and analyze trends in hazards, incidents and accidents.
- Monitoring and evaluating the results of corrective actions with respect to hazards, incidents and accidents.
- Maintaining the different department Manuals: Safety Management System Program Manual (SMSPM), Emergency Response Manual (ERM), SMS Quality Assurance Manual (SQAM), Corporate Quality Assurance Manual (CQAM), etc.
- Delivering and tracking of the various training programs of the department, and maintaining training records.
- Performing other duties as required.

Minimum Qualifications:

- Post- secondary education and relevant work experience with at least 1 year experience in an SMS related position
- One (1) year in Management / Supervisory Position(s)
- Have completed an industry recognized multi-day Company Aviation Safety Officer (CASO) Course
- Good working knowledge of the Canadian Aviation Regulations and/or IATA Operational Safety Audit standards
- Excellent analytical, communication, and problem-solving skills
- 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