



Title: Quality Auditor
Company: 3 POINTS AVIATION – CALGARY FACILITY

3 Points Aviation is an industry leader in Aircraft component sales, manufacturing and repair and overhaul. Headquartered in the West Royalty Business Park in Charlottetown, we have worked tirelessly to earn a reputation that consistently exceeds our client's expectations. Our company, through focused customer service, has become a leader in the supply and distribution of new and re-conditioned aircraft parts.

JOB DESCRIPTION:

As Quality Auditor, your primary roles will be:

- Conducting internal audits in support of Quality System, Transport Canada/EASA Regulations and AS/ISO certifications at all company locations;
- Maintaining revisions of technical publications and other documentation;
- Performing supplier audits and assisting customers with their audit requirements;
- Supporting root cause and corrective actions and process improvements within the business;
- Identifying risks and planning mitigating actions to ensure compliance and improved quality;
- Providing technical assistance and quality training support to operations;
- Developing standard work process where required to continually improve the definition of QC inspection standards;
- Completing Non-Conformance Report dispositions when required;
- Maintaining the technical configuration of 3PA quality documentation;
- Working within the provisions and guidelines of the 3PA QA system;
- Safety – Responsible for personal safety, safe working practices etc. as well as assisting in the setup and maintenance of 3PA OH&S procedures;
- Provide support to ERP system and configuration management; and
- Performing other related duties as required and assigned.

TASKS/DUTIES:

- Conduct regulatory internal audits to support TCCA and AS9100, AS9110 & AS9120 certification requirements;
- Assist with the control and disposition of ERP system inventory through, condition, location and final status; and
- Travel to various company sites and suppliers will be required.

SKILLS REQUIRED:

- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to interpret technical instructions;
- Able to demonstrate a motivated approach to work including the ability to plan, prioritize and work under pressure to meet set deadlines with good follow up and documentation skills;
- Experience with all Microsoft technologies and applications;
- Experience working in a Transport Canada Civil Aviation certified facility;
- Experience working in a Quality System certified to ISO 9001/AS9100/AS9110 and/or AS9120;
- Ability to analyze operational requirements and assess data for correctness;
- Ability to work both independently and in a team environment;
- Able to think logically and analytically in a problem-solving environment;
- Good interpersonal and communication skills - customer focused; and
- Experience with MRP/ERP systems;

CERTIFICATE Requirements:

- Three to five years related experience or equivalent experience and training in Aerospace and/or AS/ISO Standards;
- Previous experience as an ACA (AME) or SCA in a component shop is an asset;
- Previous experience with Dash 8 aircraft is an asset;
- Quality Auditing Techniques and or training in Quality Management; and
- ASQ Certified Quality Auditor or related certifications are an asset.

3 Points Aviation encourages applications from all qualified candidates. 3 Points Aviation will accommodate qualified person with disabilities. If you need accommodation at any stage of the application process or want more information, please contact: Dianne Griffin (902) 628-8846 ext. 8841

Please email your resume to: hr@3pointsaviation.com