

ASSISTANT QUALITY MANAGER

Reports to: Primary – Quality Manager
Secondary – Director of Safety

Division: Everts Air Cargo
Department: Quality
Station: ANC

Job Summary:

The Quality Analyst is responsible for collecting; analyzing and documenting audit/evaluation data to identify trends and determine the effectiveness of and/or compliance with company policies, procedures, and all applicable Federal Aviation Regulations. Is responsible for administrative and files maintenance for the Quality Department.

Essential Functions:

1. Be a quality team member!
2. Assist with IEP plan development and scheduling.
3. Assist in developing effective audit/evaluation tools.
4. Make adequate preparation for audit/evaluation duties.
5. Conduct audits/evaluations as assigned (IEP coverage for ANC Station).
6. Analyze all IEP data for completeness and accuracy.
7. Maintain and input IEP data as required.
8. Track suspense dates and open concerns, findings, and observations.
9. Identify positive and negative trends associated with all collected audit/evaluation data.
10. Analyze and provide accurate data to the Quality Evaluator for presentation.
11. Travel to accomplish audits/evaluations at locations other than the ANC home station to include but not limited to the following: All Line Facilities, Fredericksburg TX, Laredo TX, and the Zero-G on aircraft evaluations.
12. Travel to FAI Main Base when required.
13. Schedule and communicate daily with the Quality Manager.
14. Assist ANC Safety Officer with OSM audits when needed.
15. Assist ANC Safety Officer with company tours.
16. Assist in TapRoot Investigations and Training for the ANC station.
17. Assist all departments with IAIs and SRM for the ANC station.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies, and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.
3. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

License(s):

1. Valid Driver's license
2. Possess an FAA Airman certificate (minimum Commercial or A&P as appropriate or a relevant undergraduate/graduate degree or have equivalent experience, training, or knowledge.

Qualifications:

1. ISO: 9001 Certification within the first 90 days
2. TapRoot Certification within the first 90 days
3. Have two years' experience in 14 CFR Part 121/135 air carrier operations in aircraft maintenance, or flight/technical operations or engineering. Relevant military or 14 CFR Part 145 experience will be considered.
4. Requires a highly organized, detail oriented, self-motivated person that is comfortable with frequent changes.
5. Requires demonstrated technical expertise, sound judgment, effective audit/evaluation skills, and the ability to promote positive interaction with and between company personnel and management.

This job description in no way states or implies that these are the only duties to be performed by this employee. The individual will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____