

JOB OPENING

Position Title: **Aviation Quality Clerk**
Department: **Quality**

Posting Date: 05/31/24

Basic Function:

Assist with the administrative duties related to the Quality department's training, calibration, and records functions.

Duties are as follow but not limited to:

- Initial, update, and maintain employee training files both in paper and electronic form.
- Schedule training events/courses, coordinate, obtain and distribute required instructional materials, and communicate schedules and details.
- Track onboarding training process.
- Enter data and produce reports on training status.
- Create, publish, maintain courses and online training programs.
- Generate and review reports and tracks training Key Performance Indicators (KPI).
- Provides administrative support to Quality Assurance dept, to include but not limited to updating/maintaining employee rosters, corrective action tracking log, etc.
- Maintain the calibrated tooling program inventory/expiration/reporting.
- Prepare tooling for calibration on a scheduled basis.
- Coordinate with outside vendors for tooling calibration.
- Assist with the internal audit program on a scheduled basis.
- Perform other administrative functions as assigned.

Requirements:

- Required 2 years' general work administrative experience.
- Prior experience in the aviation industry strongly preferred.
- Proficiency in Microsoft Office suite specifically Word & Excel is required.
- Strong communication skills, both verbal and written.
- Exceptional organizational skills with meticulous attention to detail.
- Demonstrated ability to manage multiple tasks with a sense of urgency in a fast-paced environment.
- Self-driven and capable of working with minimal supervision.
- Effective prioritization skills to meet schedule requirements.
- Proven self-starter with innovative thinking.

PHYSICAL REQUIREMENTS/WORKING ENVIRONMENT:

- The primary work environment is an aviation maintenance, repair and overhaul shop setting.
- Position requires walking, standing, sitting, lifting, pushing, reaching, etc.

Basic Schedule:

- 7:00 am – 3:30 pm Monday – Friday, additional time as needed.

Due to regulatory requirements of International Traffic in Arms Regulations (ITAR) candidates must be a U.S. Citizen or Permanent Resident.