

Closing Date: April 19, 2018 or when suitable applicant is selected

Executive Flight Centre (EFC) has been setting standards in aviation fuel and service for over forty years. Headquartered in Calgary, with operations in both Alberta and British Columbia, EFC offers a diverse range of aviation services to meet the needs of airport users. EFC also offers additional expertise and services to customers throughout Western Canada in the areas of Airport / Aerodrome Services and Aviation Real Estate Development. Our vision is to provide an excellent quality of service to all customers in the Aviation Industry by focusing on Safety, Quality, Consistency and Customer Service.

Our Albion Aerodrome location is seeking an experienced Safety/Quality Assurance Coordinator to support our diverse operations. This position is a rotational camp position with a seven (7) days on and seven (7) days off schedule. Flights and accommodations are provided.

Main Functions:

The Safety/Quality Assurance Coordinator works in conjunction with the Aerodrome Supervisor to ensure the overall day-to-day safe, efficient and effective operations CNRL Albion Aerodrome operations.

Responsibilities:

- Promote, implement and maintain Health and Safety and Quality projects and initiatives.
- Ensure all regulatory, legislative and industry standards are adhered to including Transport Canada, Canada Labour Code and OH&S regulations, standards and practices.
- Ensure compliance with corporate, site specific and customer policies and procedures, including EFC's Ground Operations Manual and Safety Management Systems Manual, through staff training and guidance and leading by example.
- Ensure training and record keeping systems are in place and maintained.
- In conjunction with the Aerodrome Supervisor and head office, establish and maintain proper procedures and guidelines for safety, including handling hazards, concerns, and emergency situations.
- Conduct regular inspections and audits of the Aerodrome, Operations, Fuel Facilities and Equipment, identifying and rectifying any hazards or concerns and completing post audit follow-up.
- Update, maintain and present corporate and site specific safety orientation and training for all new employees to ensure complete and effective understanding of potential risks and expected behaviors within the workplace.
- Monitor usage of supplies, identify inappropriate use, and assist with corrective action as required.
- Maintain Health and Safety bulletin boards.
- Conduct monthly Aerodrome safety meetings and audits. Reporting minutes and findings to Aerodrome Supervisor and SMS Manager.
- Respond to accidents, incidents and near misses appropriately, as required, including communicating, training, coaching and following up with supervisors and employees.
- Investigate, record and report all accidents, incidents and near misses thoroughly and effectively.
- Encourage and promote positive and effective safety and quality culture through communications initiatives and coaching.
- Efficiently and effectively respond, analyse and direct customer inquiries and concerns.

- Monitor and recommend corrective actions for Quality and Safety as required.
- Maintain a tidy and orderly work area exhibiting pride in work performance and contributing to a healthy and safe work environment.
- Ensure exceptional, courteous and respectful customer service through compliance and participation in the Company's Step Up to Customer Service Program.
- Comply with and participate in the Company's Health & Safety and Quality programs and initiatives.
- Perform any other duties as required.

Qualifications and Experience:

- Occupational Health and Safety Certificate or equivalent is preferred.
- Experience in the aviation industry with direct knowledge of operations in an airport facility with understanding of ramp, fuelling ground operations, airport and aerodrome operations is required.
- Minimum of two years' experience in the aviation/airport industry in a safety and/or quality assurance role, preferably supporting field locations.
- Valid First Aid Certificate is preferred.
- A valid class 5 driver's license (No Graduated Driver's License or restrictions permitted) and clean Driver's Abstract are required as a condition of employment.
- Proficient at Microsoft Office, Excel and Word.
- Able to meet all required pre-employment screening including, but not limited to Oil Sands Basic Safety Orientation (OSSA BSO) and Drug & Alcohol test.
- Experience with accident investigation, workplace inspection and job hazard analysis is preferred.
- Energetic, self-motivated, creative and especially positive outlook.
- Strong problem solving and decision-making skills, including the ability to exercise independent judgment.
- Able to work in inclement weather, overtime and extended shifts.
- Highly motivated and able to work with minimal or no supervision.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- A strong work ethic and positive team attitude.
- Professional, punctual, meticulous and diligent.
- Able to work collaboratively as a productive member of the EFC Team.

Executive Flight Centre offers competitive compensation and a comprehensive benefits package, an incredible work environment, and career advancement opportunities. Please visit our website at <http://www.efcaviation.ca/> for a complete description of our company and to view other career opportunities.

To apply for this position, please send your resume and cover letter to careers4u@efcaviation.ca indicating the position title and location you are applying for in your subject line.

We thank all applicants for their interest in Executive Flight Centre; however, only candidates selected for interviews will be contacted.