



JOB DESCRIPTION – Quality System Coordinator

Reporting to: Quality Manager
Location: Avtrade Global HQ, Sayers Common, West Sussex

Function:

To assist the Quality Manager in the management and maintenance of the quality management systems, policies and accreditations for Avtrade.

To ensure compliance with company procedures, aviation industry quality standards and airworthiness regulations.

To promote quality achievement and performance improvement throughout Avtrade.

Responsibilities:

- Assist the Quality Manager with all quality related activities while maintaining compliance to legal and regulatory industry requirements as applicable
- Provide regular data analysis and reporting on our key quality system modules
- Continually improve the effectiveness of applicable management systems to meet company objectives
- Respond to all customer quality questionnaires
- To liaise with management at all levels to ensure compliance and continued customer satisfaction.
- To provide training and support to assist with the implementation of any Quality requirement
- Maintain control of Avtrade's quality documentation and Avtrade's database information
- Assist with the implementation of new quality system modules
- Conduct internal audits and ensure the internal audit cycle is completed as scheduled
- Assist with external regulatory auditing of Avtrade as required
- Assist the Quality Manager in customer quality compliance audits where required
- Conduct sampling on each department for conformance to the quality system
- Maintain the approval status of suppliers and sub-contractors
- Ensure compliance to the requirements relating to non-conformance management
- Collate department reports and KPI data for management review
- Liaise with internal departments as the nature of specific tasks may require
- Assist the Quality Manager with all tasks as required
- Any other reasonable duties as requested

Requirements:

- Background in quality within the Aviation industry
- Knowledge of Quality system standards EN9120/ISO9001/ASA100
- Comprehensive understanding of aircraft components and airworthiness certification
- Ability to motivate, train, develop and mentor others
- Problem solving ability
- Numerate, accurate with the ability to meet deadlines
- Analytical thinking and reporting skills



AVTRADE

THE GLOBAL COMPONENT
SERVICE PROVIDER

- Self-motivated and flexible with the ability to succeed in a busy environment
- Excellent communication skills at all levels
- Strong organisation and administration skills
- Ability to prioritise and manage workloads
- Excellent computer literacy, highly proficient in the use of Microsoft Word, Excel, Outlook and PowerPoint.