

**JOB DESCRIPTION**

<b>JOB TITLE:</b> Quality Engineer	<b>DEPARTMENT:</b> Quality
<b>REPORTS TO:</b> The Quality Manager	<b>LOCATION:</b> Southend
<p><b>JOB PURPOSE:</b> Reporting to the Quality and SMS Manager Airworthiness the Quality Engineer is responsible for assisting with the assurance of the Quality system in a component maintenance environment in accordance with the requirements of various regulatory bodies such as EASA Part 145, CAA with regard to the maintenance approvals the company holds.</p>	
<p><b>MAIN RESPONSIBILITIES AND DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Conduct internal/external scheduled audits and inspections.</li> <li>• Maintaining the independence of the Quality Department such that the Company complies with Part 145.A.65(c).</li> <li>• Maintaining and management of the company MOR, IOR reporting schemes as required by Part 145.A.60</li> <li>• Maintain up-to-date knowledge of EASA Part 145 and SMS Risk based management.</li> <li>• Day to day administration and control of the Quality Department and audit programme.</li> <li>• Administration of the Company Manuals</li> <li>• Administration of the Company Authorisation System to comply with current legislation such that staff meet the requirements of Part 145.A.35 as appropriate.</li> <li>• Conducting investigations and preparing reports on quality, technical and maintenance issues using MEDA for the Authorities, Quality Manager Airworthiness and the Accountable Manager as appropriate.</li> <li>• Managing and administering Non-Conformances</li> <li>• Negotiations with Manufacturers/Vendors on Quality matters relating to Maintenance of customer aircraft.</li> </ul>	
<p><b>REQUIRED SKILLS AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Experience in an airline, maintenance, quality safety environment</li> <li>• Demonstrable ability to conduct audits</li> <li>• Understanding of EASA Part 145</li> <li>• Understanding of Q-Pulse Quality Management Software</li> </ul>	



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- Understanding of Microsoft Office based programs