**JOB POSTING**

**QUALITY ASSURANCE MANAGER**

**We’re all about the craft.**

KF Aerospace is proud to deliver innovative aircraft solutions for corporate, commercial and military customers worldwide. Launched 50 years ago out of Canada’s Okanagan Valley, KF has grown to specialize in a wide range of aviation services including maintenance and modifications, air cargo operations, military pilot training and aircraft leasing.. At our facility in Southport, Manitoba, we support the Royal Canadian Airforce (RCAF) by providing state-of-the-art Pilot training.

**JOB OVERVIEW**

**GENERAL ACCOUNTABILITY**

* The Quality Assurance (QA) Manager reports to the Site Manager and is responsible for monitoring, reporting, and tracking corrective actions on all aspects of the Quality Program as per the CFTS contract.
* The Quality Program provides the Site Manager with the processes, procedures, and information necessary to effectively manage and deliver the CFTS Contract.
* The QA Manager also manages the individual designated as the Information Systems Security Officer (ISSO) who is responsible to maintain the confidentiality, integrity, accountability and availability of the DWAN and DNDIS; as well as the individual designated as the Contractor Security Officer.
* The QA Manager is also responsive to the President, KF Aerospace and the KF Aerospace Vice President, Defence Programs for reports on the overall management and administration of the CFTS program.
* The QA Manager requires independent decision making and non-standard problem solving, planning, and organizing.

**SPECIFIC ACCOUNTABLITY**

The QA Manager position is responsible for the following key areas:

* Development and maintenance of the Quality Program to include:
  + Quality Manual
  + Risk Management framework
  + Development and employment of the SeeSOR inspection program
  + Corrective Action Resolution
  + Use and training for the CITIS software solution
  + Continuous Improvement Program
  + Other management framework documentation as required
* Supervise and lead the Quality Auditors;
* Ensure QA inspections for active checklists are conducted in accordance with the SeeSOR inspection schedule;
* Ensure that all Personnel Security Clearances are obtained and maintained;
* Ensure that the development, delivery, and effectiveness of all training programs relevant to the department are met on a consistent basis;
* Develop all Allied Wings processes and procedures that would comply with ISO 9001;
* Using SeeSOR, establish and manage a 'Monitoring and Performance Reporting System' to evaluate service delivery directly against the SOW;
* Ensure that training is provided to Allied Wings and DND personnel, as required, in the employment of the SeeSOR inspection program;
* Ensure that the Site Manager is aware of all program risks;
* Maintain knowledge of company policies and procedures and ensure employees’ compliance;
* Work with Southport on the interaction between our two integral programs;
* Maintain uniformity with the SMS plan and DND General Safety program requirements for incident tracking and reporting;
* Participate in audits, inspections and internal reviews as required;
* Possess a complete understanding of KF Aerospace Defence Programs documentation requirements and apply that understanding in the following areas:
  + Ensure the amendment, maintenance and distribution of all contract changes.
  + Maintain historical records for internal publications
  + Retain and safeguard documents pertaining to audits and ensure such documents remain confidential
* Attend meetings as directed by the Site Manager;
* Attend administrative team meetings regularly
* Direct supervision and leadership of QA Auditors; and
* Performing any other related duties as assigned by the Site Manager

**DESIRED CERTIFICATION, EDUCATION, EXPERIENCE or SKILLS**

* A Bachelor’s Degree in commerce or Business Administration and/or;
* 5 years’ experience at a professional level in business administration, finance, or administrative services;
* 3 years’ experience working in a QA and/or Contracts role specifically.
* Able to obtain and maintain a Public Works and Government Services Secret Clearance;
* Must consistently demonstrate a higher level of competency in the following areas:
  + Sound decision making or recommendations where company policies and procedures are concerned
  + Leadership and management skills
  + Strong problem solving & follow up ability
  + Urgency & Accuracy
  + Organizational skills
  + Communication both written and verbal
* Advanced computer skills in MS Office programs;
* Able to travel within Canada on short notice
* Knowledge of aviation/military terminology an asset;
* Ability to adapt to military-style protocols;
* Strong customer service skills; and
* Able to work productively in a fast-paced environment.

**LAUNCH YOUR CAREER**

As a **QA Manager** with KF Aerospace you can start a rewarding career with a team of people who are passionate about their craft

**BENEFITS**

Beyond a competitive salary, and a chance to be part of a dynamic team supporting the RCAF, we offer you:

* Medical and Dental Coverage
* Health Spending Account
* Disability, Critical Illness, and Life Insurance
* Employee & Family Assistance Program
* Employee Pension
* Personal Time Off and much more

**HOW TO APPLY**

Be a part of our craft. Apply for the **QA Manager at** [kfaero.ca/careers](https://www.kfaero.ca/careers) today!