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|  | NHV | | DATE OF ANALYSIS |  |
| **Junior Quality & Safety Officer** | | ANALYST | **HR/** |
| **JOB DESCRIPTION** | | REPORTS TO |  |
| DIMENSIONS  QHSE department  Quality Management  Safety Management  Location: Ostend | | JOB SUMMARY As a Junior Quality & Safety Officer, you are a part of the QHSE team. You will work closely together with the Safety and Compliance Manager and the other team members in developing and maintaining the QHSE management system. RESPONSIBILITIES & MAIN RESULT AREAS **QUALITY Monitoring**   * Plans, prepares and performs internal and external quality audits required under the different approvals * Reports the results of the audits to the Compliance Monitoring Manager * Compiles the results of the audits and follow-up on the non-conformances * Undertakes projects to develop the QMS   **SAFETY MANAGEMENT**   * Assists the Safety Manager in the development of the Safety Management System (SMS) * Undertakes projects to develop the SMS   **EXPERIENCE**   * Master degree preferably in an aviation domain * A first work experience in an aviation environment (operations, maintenance, etc.) would be desirable  SKILLS  * ICT literate: very good knowledge of MS Office * English (speaking-writing): professional level * Any additional language (e.g. French) is a plus | | |
| OBJECTIVES  To support the QHSE department in delivering an effective QHSE monitoring system | |
| COMPETENCES CORE  * Performance motivation * Flexible * Initiative * Teamwork * Reliability * Identification with the organization  JOB RELATED *(Min 2 - max 6)*    * Planning and organizing * Accuracy * Listening * Judgment * Written communication * Problem analysis | |
| ABOUT NHV GROUP  We are a fast growing Business-to-Business aviation services provider for the offshore & onshore industries. We operate a young fleet of around 60 helicopters in Europe and Africa. | |