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|  | NHV | DATE OF ANALYSIS |  |
| **Junior Quality & Safety Officer** | ANALYST | **HR/** |
| **JOB DESCRIPTION** | REPORTS TO |  |
| DIMENSIONSQHSE departmentQuality ManagementSafety Management Location: Ostend | JOB SUMMARYAs 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
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| OBJECTIVESTo support the QHSE department in delivering an effective QHSE monitoring system |
| COMPETENCESCORE * 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
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| ABOUT NHV GROUPWe 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. |