

Job Description

Your Benefits:

- **Work where others go on vacation** – located in the middle of Chiemgau, you will find the Chiemsee, the Alps, and Salzburg in close proximity.
- **Meaningful work** – our work supports, among other things, humanitarian aid missions in Africa.
- **Family values** – open-minded, family-oriented work atmosphere with a culture of informal address.
- **Flexible working** – flexitime arrangements with over-time compensation and time off in lieu, as well as 25 days of annual leave to promote your work-life balance.
- **Modern workplace design** – ergonomic and latest technical workplace equipment.
- **Start-up assistance when moving** – we support you in finding your new home and provide a relocation bonus.
- **Numerous other benefits** – a permanent employment relationship with individual training and development opportunities, company events, free coffee, and tea.

Company: GHS
Contract Type: Fulltime (40 h/Week)
Job Location: Kirchanschöring (Germany)
Job Start: immediately

As an international aviation company, Global Helicopter Service GmbH provides specialized helicopter services. These are currently provided with the focus on African countries and the Middle East for humanitarian aid organizations and governmental institutions.

To strengthen our team, we are currently seeking a full-time

Compliance and Safety Assistant (m/f/d)

Your major tasks will be:

- Assist the Safety department by reviewing incoming reports, assigning those to relevant departments or persons, follow-up actions and assist the Safety Manager in performing risk assessments.
- Monitoring of open occurrences.
- Supporting and assisting the Compliance department to implement the relevant corrective actions; and closing the internal and external audit findings.
- Assisting in the process of management of change.
- Monitoring relevant EASA and ISO regulations in a timely manner in order to identify changes and integrating them into company documentation.
- Support in the development and drafting of relevant company documents (OM/A-D, CAME, ISO processes, work instructions, forms, etc.).

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Your Profile:

- High level of integrity and flexibility to adapt to changing situations and a respectful way of conduct.
- Work experience, preferably in aviation safety, compliance monitoring and quality management in EASA and ISO environment is an advantage.
- Bachelor's degree in aviation or similar field is an advantage.
- Positive mindset with a great enthusiasm for the aviation industry.
- Teamwork and communication skills are a must.
- Pro-actively searching for solutions and continuous improvement, personally and also for the organization.
- Demonstrated problem solving and analytical skills, as well as a willingness to learn / develop.
- Computer skills in order to learn and manage new software.
- Excellent German and English language skills (verbal/written).

Are you interested and can see yourself in the job description?

Then we look forward to receiving your detailed application documents, including salary expectations and earliest starting date, preferably by email to application@g-h-service.com.