

Compliance and Safety Assistant m/f/d

Company:	Global Helicopter Service GmbH
Contract Type:	Full Time
Job Location:	Kirchanschöring / Germany
Start date:	Immediately

Job Description

MEETING THE HIGH EXPECTATIONS OF DIFFERENT GROUPS OF PEOPLE IS THE DAILY CHALLENGE FOR GHS FLIGHT CREW:

As one of Germany's fastest growing and prestigious helicopter companies, our business serves many of world's leading companies and their clientele.

We are looking to recruit professional individuals who share a passion for excellence and are willing to go the extra mile to provide the highest level of customer and service.

Applicants must be able and willing to step into a regular German fix employment and meet our exceptional standards. You need to be customer focused and able to perform in the highly complex aviation environment.

Your major task 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 occurrence reports.
- Supporting and assisting the Compliance department to implement the relevant corrective actions and support in closing the internal and external audit findings.
- Assisting in the process of management of change.
- Monitoring of relevant EASA and ISO regulations in a timely manner in order to identify changes and updates and support in integrating them into company documentations.
- Support in the development and drafting of relevant company documents (OM/A-D, CAME, ISO processes, work instructions, forms, etc.).
- Assist in the management of our internal tools: Fleetplan and IQSMS.

Qualification and required experience:

- 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 environment or ISO/HSE is an advantage.
- Bachelor's degree in Aviation or similar field is an advantage.
- Positive mindset with a great enthusiasm for the aviation industry.
- 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 softwares.
- Excellent German and English language skills (verbal/written).

If you believe that you possess these qualities, we will be pleased to receive your application. We would like to point out that only candidates that fulfill the above requirements will be processed. Please send us your CV and related professional documentation (copies of license) to application@g-h-service.com.

Applications need to be sent **as PDF version only** – applications sent in other formats will not be processed.