



## AIR TINDI LTD.

126 Bristol Avenue | Yellowknife, NT | X1A 3T2

Yellowknife Direct  
Toll Free

1-867-669-8200  
1-888-545-6794

## QUALITY ASSURANCE (QA) MANAGER

### OUR COMPANY

Air Tindi Ltd. prides itself on safety, customer satisfaction and professionalism. With a dedicated team of employees it remains in the forefront of fixed wing charter and scheduled service operations in Northern Canada.

### OVERVIEW

Located in Yellowknife, NT and reporting to the Director of Maintenance, the QA Manager is responsible for ensuring compliance with all regulatory standards and requirements within the Maintenance department.

### RESPONSIBILITIES INCLUDED, BUT NOT LIMITED TO:

- Maintaining a record keeping and reporting system that will provide the company with a complete picture of the aircraft and component repair activities;
- Ensuring all appropriate entries have been made or transcribed to the aircraft journey and technical logbooks with respect to the maintenance function;
- Reporting of component failures to Transport Canada;
- Ensuring that components, parts and materials utilized in elementary work and servicing have been approved in accordance with the receiving inspection;
- Ensuring that all aircraft are airworthy prior to flight and removing unserviceable aircraft from flight status;
- Responsibility to ensure that any borrowed publications are of the latest amendment status, and ensure that they concur with the manufacture's publications status list prior to use;
- Creating planned maintenance job cards utilizing the computerized maintenance tracking program;
- Ensuring the yearly audit is completed in compliance with regulations stated in CAR 706.03(6) utilizing Transport Canada Audit and Inspection Manual as the basis for the audit;
- Maintaining computer maintenance tracking - Remote Access Aviation System (RAAS) data base;
- Plan and implement changes, updates and enhancements required to manage aviation associated technical records, stores, for Air Tindi Ltd.
- Follow the SMS manual and participate in and encourage safety in the workplace;
- Other duties as required.

### REQUIREMENTS

- Valid Canadian AME license with an M rating;
- Minimum of 5+ years of experience on fixed wing;
- High level of accuracy and attention to detail;
- Valid Canadian driver's license;
- Auditor training will be considered an asset;
- Preference will be given to individuals with experience in Quality Assurance Management;
- Proven ability to work well under pressure and tight deadlines.

**Air Tindi offers a balance of work and life management, we believe our employees are our greatest asset and offer a competitive compensation and benefits package.**

**To apply for this position please email: [humanres@airtindi.com](mailto:humanres@airtindi.com)**

**Attn: Manager, Human Resources**

**Prior to the closing date of January 12, 2018**

**While we thank all candidates for their interest, we are only able to contact those candidates selected for an interview.**

