Position Title: Aviation Safety Analyst – Aviation Safety Programs

Experience: Recent Graduate to three years

Status: Full-Time Employee, Onsite

Job Location: Arlington, Virginia

Business Hours: 9:00 a.m. - 5:30 p.m., M-F

Start Date: Immediately

Salary: Commensurate with Experience

Travel: 0% - 5%

Position Description

The Aviation Safety Analyst will work with the Manager of Aviation Safety Programs to support the development of the safety program and assist with relevant research and analysis. Additionally, the Aviation Safety Analyst will assist with the day-to-day activities associated with the safety assurance section of the Aviation Safety Program and perform other tasks as assigned by the Manager in order to expand skills, knowledge, and qualifications.

Responsibilities

- Assist with the quality control of audit reports and development of checklists for the Aviation Safety Program.
- Assist with research, data gathering, and analysis to aid in the development of the Aviation Safety program.
- Analyze NTSB and FAA accident and incident data.
- Become familiar with the international and national requirements of the Safety Management System (SMS).
- Perform administrative functions within the Aviation Safety Programs.
- Work closely with the Manager on critical Safety Program Improvements.
- Accomplish assigned project research, produce analysis, and present findings.
- Contribute to mba Aviation's publication and marketing material.

Qualifications

- Degree in Aviation Safety or related degree.
- Aviation, aviation safety, or aviation quality assurance experience preferred.
- Strong written and verbal communication skills.
- Must be able to write to a technical standard.
- Analytical and detail-oriented.
- Ability to function well in a collaborative, team-oriented environment.
- Exceptional organizational, multitasking, and time management skills.
- Must be a self-starter and goal-oriented.
- Must be authorized to work in the United States.