

<b>Position Title:</b>	Manager Quality Control
<b>Experience:</b>	5 years in Aviation or related field Quality Control preferably Document Control
<b>Status:</b>	Full-Time Employee
<b>Job Location:</b>	Arlington, Virginia
<b>Business Hours:</b>	9:00-5:30 M-F
<b>Start Date:</b>	Immediately
<b>Salary:</b>	Commensurate with Experience
<b>Travel:</b>	Some Travel Required

### **Company Overview**

mba Aviation (mba), established in 1992, is an international aviation consulting firm specializing in transaction advisory, valuation, and strategic analysis within the commercial aviation industry. mba provides support to investment banks, aircraft owners, operators, investors, lessors, airports, and governments on their respective involvement with commercial aviation. More information can be found at [www.mba.aero](http://www.mba.aero). mba is one of six Audit Organizations authorized by IATA to perform IOSA Audits (IATA Operational Safety Audit).

### **Responsibilities**

The position is within the Audit Programs Department, with the following responsibilities:

- Become familiar with IOSA Standards and Recommended Best Practices by discipline
- Interface with IOSA Auditors, as necessary, through the Quality Control process
- Together with Director of Audit Programs, responsible for IOSA Audit Report (IAR) production and Program Quality requirements, including:
  - Structuring the QC process for IOSA reports;
  - Ensuring that a complete QC review of all IOSA Audit Reports is carried out in accordance with the IOM Quality Control procedures; and
  - Ensuring that published deadlines for report delivery and QC processes
- Maintain QC procedures and documentation support structures for auditors
- Monitor and administer the QC and continual improvement processes
- Review outputs from all phases of audit and administrative processes, measuring results, and suggesting improved processes, when appropriate
- Monitoring of AO and Auditor quality performance and provide feedback to Auditors by means of:
  - Performing analysis of the gaps in the internal QC process and Auditor QC performance;
  - Performing analysis of IATA AO monthly performance report biannual AO QC performance summary (Statistical analysis and performance results);
  - Identifying weaknesses in internal processes, repetitive errors, and auditor behavior or techniques; and
  - Identifying and recommend any training needs, provision of internal QC training, or any other action necessary to ensure IAR quality to VP of Technical and Quality

## **Qualifications**

- Required
  - Have at least 5 years experience in Quality Control
  - Authorization to work in the United States (Employment Eligibility Verification (I-9) Form)
  - Must be comfortable with MS EXCEL/MS PowerPoint and must be proficient to a high degree
  - Qualified applicants must possess strong oral and written skills, ability to take direction, dedicated self-motivation, a thorough commitment to deadlines/position, job flexibility and should be detail-oriented.
  
- Preferred
  - 5 years experience within the aviation industry
  - Familiarization with IATA
  - Bachelor's Degree

## **Benefits**

Health Insurance, Dental Insurance, Long-Term Disability Insurance, Life Insurance, Flexible Spending Account (FSA), Paid Parking, Paid-Time-Off (PTO), 401K participation with company matching contribution.