



Dassault Aviation Business Services has one of Europe's largest business aircraft maintenance centres at Geneva. This full-service operation offers everything from routine line service right up to the largest heavy maintenance inspections, overhauls and repairs. It is supplemented by bases in major locations - London Luton, Lisbon, Basel and Sion. We represent many major aircraft manufacturers, and always receive top ranks in industry surveys.

We are looking to hire a **Base Compliance Monitoring Manager (m/f)** - based in Geneva

Mission of the position:

The Base Compliance Monitoring Manager is responsible for overseeing the Base Maintenance activities to ensure that procedures and policies are working as intended to keep the business fully compliant with all regulatory requirements. The Base Compliance Monitoring Manager reports to the VP Safety, Quality & Compliance.

Roles and Responsibilities:

- Carry out audit/inspection in accordance with the independent compliance monitoring System in which compliance with the relevant requirements and adequacy of the specific procedures is reviewed.
- Leads Local compliance audits (internal / provider / Customer) and support the Compliance Director during Base compliance audit performed by the Authorities
- Organises audit closing meetings, raise findings, and coordinates the execution of Root Cause Analysis and identification of Root Cause Corrections.
- Is responsible for monitoring findings, whether internal or external. This includes the reporting and monitoring of findings closure and administration.
- Assists Responsible Managers with tangible suggestions in addressing non-conformity.
- Facilitates Risk Assessment and Management of Change exercises.
- Supports the monitoring and dissemination of all Regulatory rule-making procedures, policies, recommendations etc.
- Supports the Quality & Compliance Director in the review of the manuals and processes.
- Provide periodic reports on compliance monitoring performance (SPI); It includes details of findings management
- Supports the VP Safety, Quality & Compliance and the Quality & Compliance Director in all correspondence and meetings with the relevant NAA, in particular FOCA.
- Assists in the Suppliers/Providers/subcontractors qualification and evaluation programme,
- Monitors subcontracted activities, by process of audit, ensuring capability and where necessary, facilitate the inclusion of that organisation in the Management System.
- Is responsible for conducting, as requested, external audits e.g., approved vendor lists.
- Embraces the Company continuous improvement programs and contributes when required.

Working Conditions:

- Flexible working hours in accordance with internal regulation
- Willingness to travel abroad to support Line Outstations audits when required

Qualifications and Experience:

- Previous experience in a Safety & Compliance Monitoring Management role is required
- Practical experience and expertise in the application of Aviation

Education / Training:

- Engineering degree preferably in Aviation or hold/have held a part 66 licence
- Able to read and write in fluent English and French, German would be an asset
- ICT literate: very good knowledge of MS Office

Technical Skills:

- Proficient in data management and analytical problem solving
- Good knowledge of ICAO & European standards
- Practical experience and expertise in root cause methodologies
- Good knowledge of Human Factors and Human performance

Desired Aptitudes and Behavior :

- Can demonstrate interpersonal and influencing skills
- Demonstrate integrity and resilience
- Good at building collaborative relationships
- Team oriented

If you are interested in this position and meet the required profile, please send your application through our portal <https://www.dassault-business.com/talents/>

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