

Career Opportunity**Role: QEHS Manager (Quality, Environmental, Health & Safety)****Location: Stansted, Essex**

AEM, with its head office at Stansted Airport, is a subsidiary of AMETEK. As part of AMETEK's Aerospace & Defense Division, AEM is one of the largest independent aircraft component repair and overhaul facilities in Europe.

We have an immediate full-time vacancy, at our Stansted site for a QEHS Manager; this is a permanent role and reports to the QA & EHS Director.

Job Purpose:

- To maintain all quality approvals & systems
- To manage the QA, Library, Stores, Goods in and Despatch functions at the Stansted facility, whilst maintaining rigorous compliance with all industry standard regulations and procedures.
- Ensure the effective running of the Environmental Health & Safety (EHS) management system, including any other aspect of compliance within the current systems which need to be addressed in a timely and professional manner.
- To generate and promote a positive Health & Safety culture. Maintain the control of occupational risk.
- To Support the Luton and Ramsgate facility as required.

Main Tasks:

- Responsible for the day to day maintenance of the AS9100, AS9110, EASA 145, EASA 21G, FAR 145, USDOT & Foreign approvals which includes
- Hosting external audits from customers, regulatory bodies & interested parties.
- Form 4 Holder for Part 145 (Quality Representative)
- Form 4 Holder for EASA 21G (Production Assurance Monitor)
- Ensuring that internal and supplier audits are completed to the audit schedule and as required.
- Ensuring that the calibration system is maintained and meets regulatory requirements
- Ensuring that the inspection control system is maintained (Stamps).
- Oversight of the Library function and ensuring that manuals are controlled and are up to date.
- To lead product and system failure investigations using a variety of tools and provide appropriate corrective and preventive actions.
- Documenting processes, procedures, local instructions and forms for the company with direct process ownership of the following.
- QMS at the Stansted Facility
- Deliver QEHS at tier meetings
- Inspection of all incoming parts, control of stores quarantine procedures, preparation and shipping of aircraft components including "dangerous goods". Goods inwards to include stores inspection, quarantine, segregation, batching, booking in of stock in a timely manner.
- Checking accuracy of all documentation / release certification for inbound aircraft parts.
- Maintenance of accurate records of parts and materials including stock control and processing and inputting of goods received and returns transfers onto the company system.
- Identification of surplus and obsolete stock and scrap and disposal of inventory
- Ensuring KPI's are developed for the key processes.
- Responsible for adherence to all industry, Quality, COSHH and HSE regulations.
- Comply with all safe working practices in relation to HSE policies and procedures.
- Ensure service levels are maximised for all customers, internal & external and drive Continuous Improvement initiatives.
- Responsible for team management, overall performance and work flow for quality, library, goods-in / despatch and stores departments in line with statutory, compliance, quality and standard company operating procedures.
- To ensure employees have the appropriate mandatory training for their role.

Qualifications:

- Human Factors
- Auditing

- EASA 145
- EASA 21 G
- Recognised professional certification (IQA, IOSH, IEMA, NEBOSH)

Experience:

- 5 Years experience working in EASA 145 maintenance organisation and understanding of the regulations
- Basic understanding of engineering principles
- Sound knowledge of the concepts and principles of quality, health & safety, and environmental management
- Understanding of policies and procedures; proven ability to communicate and lead and successfully deliver improvement initiatives
- AS9100/AS9110 Experience preferable (ISO 9001 Minimum)
- Auditing internal/External

Competencies

- Ability to work well in multidiscipline/cross-functional teams
- Excellent interpersonal skills and ability to build close-knit relationships with outside agencies
- Strong analytical, administrative and organisation skills and excellent attention to detail
- Innovative and enthusiastic
- Ability to work under pressure, to tight deadlines and multi task
- Strong communicator (written and verbal)
- Creative and outgoing
- Well organised and self-motivated

Additional Information:

Salary: Competitive, depending upon experience

To apply for this role please submit your CV, with a covering letter and salary expectations to Janine Barber, HR Advisor; e-mail Jennifer.Otter@ametek.com cc Janine.barber@ametek.com