



**MRO Services**  
Airframe Maintenance - Canada  
Windsor

## Quick AAR information / resources

**Website:** [aarcorp.com](http://aarcorp.com)

**Careers:** [aarcorp.com/careers](http://aarcorp.com/careers)

**Email:** [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com)

## Quality Assurance Auditor

### The position

We are looking for a Quality Assurance Auditor to be responsible for performing internal and external Quality Assurance Audits of the repair station and its vendors, to ensure compliance with processes, policies, procedures and quality standards. Other key responsibilities include:

- Ensure that all work is performed to AAR's quality standards, policies & procedures and regulatory requirements
- Work in collaboration with production, provide technical guidance and assistance (i.e.: Coaching and Training on airworthiness / aircraft document related issues)
- Attend and participate in a variety of production meetings
- Ensure customer technical documentation is completed as per airworthiness agreements, such as work cards and logbooks
- Monitor maintenance activities and ensure adherence to the Company Manuals
- Participate in the Quality Assurance Program, including accomplishing audits & on-going evaluation of program effectiveness
- Responsible for the approval of the Vendors when applicable
- Assist and interact with external auditors performing audits at AAR
- Represent AAR in a professional manner and liaise with AAR's customers and/ or regulators
- Promote continuous improvement activities & incentives
- Work in collaboration with various departments ensure on time delivery of aircraft projects
- Actively participate in AAR Windsor's Safety Management System (SMS) including reporting safety hazards and incidents encountered in daily operations; understands and promotes the company safety policy.
- Other duties as directed

## Total rewards

As a team member, you receive:

- Comprehensive benefits package
- Profit Share
- RRSP Contribution – employee and employer
- Annual uniform and safety boot allowance
- Paid time off benefits, including 11 company paid holidays
- Third-party discounts
- Relocation assistance may be provided, if required
- Training and development opportunities and education assistance program
- Staff engagement and recognition events

## Performance objectives

- **Teamwork** – collaborates with colleagues to achieve results and is also comfortable working independently
- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect, and fairness
- **Building relationships and partnerships** – develops and leverages relationships within and across teams to achieve results
- **Communication** – conveys information and ideas clearly and concisely to individuals or group in an engaging manner, helping them understand and retain the message
- **Quality orientation** – accomplishes tasks by considering all areas involved, no matter how detailed
- **Detail oriented**- can multi-task, and be able to complete tasks quickly, efficiently, and accurately in a high-pressure environment
- **Sound professional judgement** – applied to problem solving, analyzing and decision making

## Education and experience

- Aircraft Maintenance Engineer (AME) or have equivalent experience considered an asset
- Aviation auditing / quality assurance background required
- Proficient in Microsoft Office (Word, Excel, Outlook, etc)

## Working Conditions

- Office Environment
- Shift Work – Days 7:00am to 3:30pm and Afternoons 2:00pm to 10:30pm
- Flexibility to work weekends and or on call situations
- Regular visits to the hangar floor

## Why should you apply?

- AAR is the only aerospace / defense company on Forbes' America's Best Mid-Size Employers list.
- Our innovative and entrepreneurial culture encourages employee input in every aspect, from day-to-day activities to the company's future growth.
- Our learning and career development program affords employees a learning path with the necessary tools and resources needed to help build their career at AAR.
- We support non-profits and organizations that work to improve society in four primary areas: veterans and active military; education with an emphasis on STEM; health and wellness; and diversity / inclusion.

## About AAR

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team! At AAR, our people remain our priority! We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more!

AAR is committed to building a diverse and inclusive workforce. We encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities, or expressions. We are dedicated to the health and safety of our people, our customers, and the communities where we live and work.

Qualified applicants may email their resume to [windsorrecruiting@aacorp.com](mailto:windsorrecruiting@aacorp.com) up to and including September 25, 2024.

**Please quote file #AAR-157.** Please submit your resume in MS Word or PDF format.

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AAR provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and/or hiring process, please advise Human Resources.