

ARGUS International, Inc. is Growing Business Aviation Audit Programs Manager Position Available

ARGUS PROS, A division of ARGUS International, is your one-stop source for creating a superior operation within your air transportation business. We are an experienced quality and safety assurance provider and are accredited by IATA as an IOSA Audit and



Training Organization. Ours is a flexible organization, committed to true team auditing for multiple standards at the domestic, regional, and international levels, as well as tailoring all the other resources and services we offer to your specific needs.

ARGUS PROS is currently seeking a Full Time BA Audit Programs Manager to join our team. This position will work at our Denver, CO location. ARGUS is an established company with an unparalleled client list and reputation. The perfect candidate will have the proven ability to work with the listed technologies in a team setting.

Responsibilities for the position will include, but not be limited to, the following:

- Develops and maintains database of audit report quality issues.
- Assists in development of BA forms, checklists and manuals.
- Assists in managing various audit standards.
- Assists Sales Department with proposals.
- Coordinates with Audit Production the closure of Business Aviation audits.
- Ensures current BA forms, checklists and manuals are posted on the proper web-based portal for auditor access.
- Communicates additional resource needs to the Director Audit Program BA.
- Supports accounting department through preparation of Reimbursable Expense Reports and training course registration payment processing.
- Supports document management and control system through development, maintenance, and distribution of manuals, templates and documents used directly in the conduct and support of operations.
- Monitors Flight Safety Foundation, International Business Aviation Council (IBAC), Air Charter Safety Foundation for audit program related changes.
- Responsible for maintaining personal Lead Auditor currency.
- Maintains auditor training and personnel records.
- Assists with on-boarding process for new auditors.
- Provides technical support and training to auditors in the use of various methods to include web-based applications used by the company
- Conduct Historical Safety Reports (HSR) and Desktop Audits when required.

Minimum requirements:

- 4-year college degree, or equivalent work experience as determined by employer
- Five years of airline or business aviation operations or related work experience
- Supervisory experience



- Aviation Auditing experience
- Advanced knowledge of MS Word, Excel, and PowerPoint. Proficient in the use databases of Adobe Acrobat program
- Excellent and professional written and verbal skills
- Excellent phone and organizational skills
- Foreign Language proficiency a plus
- Knowledge of Safety Management Systems a plus

Why Chose ARGUS? ARGUS is an equal opportunity employer. Full time benefits will include; 401K Match, Medical/Dental/Vision Insurance, Paid Vacation and Holidays, Flexible Schedules, Competitive Salary with casual atmosphere.

Please register to submit your cover letter and resume at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=363cb93-dd75-4c54-b4a1-8f276f42c007&jobId=257292&lang=en_US&source=CC2&cclId=19000101_000001