



ARGUS International, Inc. is Growing *Production Coordinator 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 Production Coordinator 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.

Position Summary: The Production Coordinator will be involved in the production and quality control of product lines related to aviation safety, as well as program processes and procedure enhancements. In addition, the position will assist in the development of training materials, the implementation and tracking of courses, and ensure accurate records are maintained. Other duties will be assigned as needed.

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

- Provide Quality Control to products from both Business Aviation (BA) and Air Carrier (AC)
- Work with contractors and staff to resolve discrepancies/errors within products
- Track contractor/staff currency requirements and create monthly reports
- Aid in the development/ revision to processes/procedures/forms
- Manage the post event survey process
- Assist in the planning and execution of training courses for both internal and external customers
- Administer changes to the company manuals
- Aid in the completion of internal assessments
- Other duties as assigned

Minimum requirements:

- Advanced knowledge of MS Word, Excel, and PowerPoint
- Keen attention to detail, ability to learn quickly, and excellent writing skills
- Ability to adjust and re-prioritize to rapidly changing tasks
- Knowledge and experience in the Airline/Aerospace industry
- Ability to multi-task and work independently and/or under close supervision
- Project management skills
- Excellent phone, email, interpersonal and organizational skills



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=269496&lang=en_US&source=CC2&cclid=19000101_000001