



Example of Operations Auditor Job Description

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Our growing company is hiring for an operations auditor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for operations auditor

- Conduct unscheduled audits, participate in investigation teams and assist in external audits as requested by senior management or the customer
- Performs other position related duties and responsibilities as directed
- Monitor compliance with Regulatory requirements
- Conducting Operations Compliance Audits/Inspections to verify compliance and adequacy of procedures required for a safe operation and management of the associated processes
- Working closely with the Flight Operations and Ground Operations departments to resolve compliance issues, provide recommendation and confirm action resolution
- Providing internal communication regarding compliance issues and applicable regulation changes
- Planning audits, executing and writing audit reports
- Acts as a mentor to associates
- Provides training to new and current members of the staff
- Primarily responsible for the planning, preparation, and conduct of audits and inspections

Qualifications for operations auditor

- Must be able to multi-task and possess conflict resolution skills
- A track record of building and maintaining senior managers' confidence in their work as a result, for example, of providing high quality insightful reports, via productive engagement with internal business stakeholders or

- Experienced in the delivery and review of operations aligned with the principle Costain business
- Presents clear opinion in the form of management information, supported by evidence as required, in a style that maximises the ability for others to exploit its value by using a variety of methods and styles to suit the content
- Possesses dexterity to engage with peers to undertake an advisory-style function review working with peers to determine the risk associated with the effective delivery of a function or process' objectives
- A desire and flexibility to undertake ad-hoc engagements to suit the workload of the function