



# Example of Operations Auditor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of operations auditor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for operations auditor

- Ensures audit/evaluation results are entered into the audit database
- Responsible for the follow-up of corrective actions and verification of compliance
- Attends Flight Operations Safety meetings
- Return phone calls and emails in a timely manner
- Assist with special projects, reports, , as required
- Assist the Flight Operations Safety team with mainline partner, DOT, FAA (SAS), and IATA (IOSA) audits
- Assists with audit schedule development
- Facilitates process measurement analysis from the SRM process, when required
- Follows the audit creation and calibration policies and procedures
- Maintains auditor currency in accordance with Internal Evaluation and Audit Program SP 5100 Chapter 01 Section 01 Internal Evaluation Program (IEP)

## Qualifications for operations auditor

- A track record preparing and delivering insightful communications to progress the culture and knowledge of the business
- Demonstrates a critical but friendly and professional customer focus
- Confidence and dexterity to investigate breaches of Policy or other inappropriate behaviour as required

- Captive finance audit experience and/or SOX experience is a plus
- Must be knowledgeable in the use of Microsoft Office suite software