

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most valuable asset, then MAC is the place for you.

SAFETY ANALYST

POSITION PURPOSE:

The Safety Analyst will identify, assess, implement, and evaluate all corporate, operational, and human processes through the Safety Risk Management (SRM) process as part of the company Safety Management System (SMS) to continuously improve the efficiency and effectiveness of the stated company safety policy and mission. The Safety Analyst will assist with managing the company's data collection profile, safety promotion component, and safety training materials. The position will also document, enter, track, and maintain Safety Management System (SMS) information and records in electronic format using the company SharePoint website and SMS database. This position will ensure all technical work is completed in a timely manner.

RESPONSIBILITIES/DUTIES:

- Assist in the implementation, maintenance, and continuous improvement of SMS throughout the organization.
- Assist in monitoring of the safety e-mail inbox, and responses to received e-mails.
- Assign and track SMS training to all company personnel.
- Track and ensure completion of corrective actions completed through the SRM process.
- Ensure all SRM forms are filled and completed accurately and correctly before review by senior management and enter all information into the SMS Database.
- Maintain SMS database.
- Coordinate Safety Review Board Meetings (monthly and ad hoc) develop presentations for SRB meetings, and document meetings appropriately.
- Monitor and analyze SRM data and KPI's for trends.
- Manage safety promotion and publication of periodic Safety newsletters, the Safety Policy and safety posters.
- Assist in the maintenance of the Safety page on the SharePoint website to include:
 - Safety Documents Section
 - Training Materials
 - Industry Safety Links
 - Safety Data Sheet Information
- Attend safety programs, conferences, and training as applicable.
- Other duties as assigned by the DOS.

QUALIFICATIONS:

- 2-4 years of data entry and analytical experience.
- Bachelor's degree in related field.
- 2-4 years of aviation experience (preferred).
- SMS Experience (preferred).
- FAA Certificate such as Pilot Certificate or Airframe and Powerplant Certificate (preferred).

SPECIAL POSITION REQUIREMENTS:

- Expert proficiency using Microsoft Office, primarily Excel, Office, and PowerPoint.
- Ability to work with sensitive or confidential information without inappropriate disclosure.
- Strong verbal and written communication skills.
- Strong process orientation.
- High attention to detail.
- Self-motivated, results driven.
- Detail oriented, logical, and methodological approach to problem solving.
- Demonstrated ability to work in a dynamic and changing company environment.
- Ability to provide vision and leadership.
- Excellent time management skills, ability to meet deadlines.
- Demonstrated capability to interface and maintain effective relationships with all departments and employees in a team-oriented environment.
- Ability to travel to offsite locations (up to 25%).

SUPERVISORY RESPONSIBILITY:

- n/a

TRAINING REQUIREMENTS:

- As required to maintain currency with Federal Regulations and Company Procedures

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work typically performed in an office environment and uses standard office equipment such as laptop computers, printers, photocopiers, iPads, and smartphones.
- However, occasionally work involves moderate exposure to noisy airport ramp conditions and variable weather conditions.

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.