

JOIN OUR TEAM: AUDITOR



Location - Thunder Bay

Status - Full Time

Start Date - TBD

Application Deadline - July 31st, 2025

Compensation - \$24.20-\$25.67

Competition # - 2025-009

We are currently seeking an experienced and detail-oriented Auditor to join our team. This role plays a key part in ensuring operational and regulatory compliance across our aviation organization. The Auditor will lead internal audits, analyze trends, support regulatory readiness, and contribute to a culture of safety and continuous improvement.

Key Responsibilities:

Audit Planning & Execution

- Develop and maintain a risk-based annual audit schedule.
- Conduct scheduled, unscheduled, and spot audits across departments as required (Flight Operations, Ground Operations, Maintenance, HR, Health & Safety etc.).
- Use detailed checklists and procedures to assess compliance with internal policies and external regulations (e.g., Transport Canada, OHS).
- Ensure objective, independent evaluation of compliance and procedural effectiveness.

Findings & Corrective Action

- Identify non-compliances and Opportunities for Improvement (OFIs).
- Draft and distribute clear audit reports.
- Track and verify the implementation and effectiveness of corrective actions.
- Escalate unresolved issues when required.

Reporting & Documentation

- Maintain accurate audit records and documentation.
- Analyze audit trends and provide data-driven insights to leadership.
- Coordinate document control updates with internal stakeholders.
- Support communication and distribution of compliance memos and advisories.

Regulatory & External Audit Support

- Assist with audit preparation for Transport Canada, customer, and third-party audits.
- Gather and organize documentation, support audit interviews, and review procedures for readiness.

Safety & Continuous Improvement

- Promote a strong internal safety and compliance culture.
- Support policy reviews and improvement initiatives.
- Collaborate cross-functionally on audit outcomes and risk mitigation strategies.

Qualifications & Skills

- Post-secondary education in aviation, compliance, safety, or a related discipline.
- Professional certifications in Safety Management, Aviation Quality Assurance, or Auditing (e.g., IOSA, ISO 9001, AS9100) are considered an asset.
- Experience in operational auditing or regulatory compliance within aviation or a safety-critical industry.
- Familiarity with Canadian Aviation Regulations (CARs), Safety Management System (SMS) principles, and Occupational Health & Safety requirements.
- Strong analytical, communication, and reporting skills, including the ability to identify trends and propose effective solutions.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint); experience with safety or audit management software is an asset.
- Proven ability to manage multiple projects independently while maintaining professionalism, discretion, and attention to detail.
- Collaborative mindset with the ability to work effectively in a multidisciplinary team environment.

Working Conditions

- Primarily office-based with some travel to operational sites.
- Overtime as required
- Weekend work may be required
- May involve exposure to airside environments and varying work hours during audits or inspections.

Benefits

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| • Life Insurance | • Casual dress |
| • On-site parking | • Company events |
| • Paid time off | • Retirement Plan |
| • Profit sharing | • Dental Care |
| • RRSP | • Disability Insurance |
| • Employee Value Program | • Employee Assistance Program |
| • Flight Benefits | • Employee stock purchase plan |
| • Vision Care | • Extended healthcare |

Please send your cover letter and resume to employment@northstarair.ca

Ensure the email subject line is titled "Auditor" to distinguish from other emails.