



Based in Neuchâtel Canton, Switzerland, we are a growing company with more than 52 employees, and operating several aircraft (Piston and TurboProp) under our EASA-FOCA SPO approval. As the major aerial survey Company in Europe, we fly around various countries. We value the quality of our services and are proud of them. Reliability, safety and professionalism are an integral part of our values. In order to strengthen our organisation, we are currently recruiting a

Safety & Compliance officer 100%

MAIN DUTIES AND RESPONSIBILITIES

SAFETY

- ◆ Assist in the administration, collection, investigation, analysis of data in occurrence reporting database,
- ◆ Assist in the monitoring and management of the hazard identification and risk management database,
- ◆ Assist in the development and continuous improvement of the SMS and ERP,
- ◆ Assist in monitoring and advising on all SFS safety activities which may have an impact on safety,
- ◆ Monitoring industry flight standards and safety concerns which may have an impact on SFS's operations,
- ◆ Develop and produce internal "Safety Is Our Business" information bulletins,
- ◆ Develop and conduct Safety Surveys, SMS internal audits and inspections,
- ◆ Prepare and process collection and analysis of data for Lessons Learned database,
- ◆ Assist in development, monitoring and the promotion of safety culture within the company,
- ◆ Perform practical training for Centrik on iPads (new pilots),
- ◆ Manage the FRAT application – manual, statistical analysis, communication with FRAT office,

COMPLIANCE

- ◆ Assist with the verification of compliance, mainly conducted through audit and inspection processes,
- ◆ Assist with editing audit and inspection procedures including related documents,
- ◆ Participate in the identification of the scope and area of audits and inspections, including related checklists,
- ◆ Assist with the maintenance and implementation of the schedule for the program (e.g. audit-schedule),
- ◆ Assist with the establishment and management of follow-up and corrective actions,
- ◆ Assist with the management of the compliance monitoring Records and Archives,
- ◆ Contribute to the continuous review, maintenance and improvement of the Compliance Monitoring Program,
- ◆ Assist with monitoring compliance with the designed procedures,
- ◆ Act as change coordinator for regulatory, organizational, technical or procedural changes,

COMPETENCIES AND PROFILE

- ◆ Operational experience as a flight crew member (required) and airworthiness aspects would be an asset,
- ◆ A working knowledge in the field of International / EASA Civil Aviation Regulations including Swiss Air Law,
- ◆ Auditing, Project Management, Change Management or Quality system Management expertise (preferable),
- ◆ Excellent diplomacy and communication skills encompassing strict confidentiality – verbal and written,
- ◆ Good analytical and problem-solving skills, solution oriented, work independently and as part of a team,
- ◆ MS Office Suite Proficient User,
- ◆ Proficient in French & English, other European language an asset,
- ◆ Excellent reputation with clean criminal record and extract from the debt collection register,
- ◆ Based in Neuchâtel canton or willing to relocate,
- ◆ Swiss or European Citizen.

WE OFFER

- ◆ An interesting challenge in a dynamic, ambitious and progressive company,
- ◆ Contemporary and competitive salary as well as excellent social conditions,
- ◆ Work location : Colombier (Neuchâtel – Switzerland)

Interested? Please do not hesitate to send your application including cover letter, certificates and detailed CV by e-mail to job@sfsaviation.ch latest on 15th April 2025.