

**Designation:** Sr. Safety Officer

**Location:** Vile Parle, Mumbai

**Reporting To:** Safety Manager

**Role & Responsibilities: -**

- Supporting the Safety Manager with managing the day-to-day activities of the Safety Department
- Quickly develop (and maintain) expert level understanding and user interface skills with the company's SMS software tool, including developing and maintaining expert level knowledge and use of Hazard and Incident Reporting, Risk Assessment and Management of Change processes.
- Manage the process for recording, reviewing and tracking of all changes to relevant Civil Aviation Regulations and develop/update notifications, revisions or other changes to company documentation as required
- Pro-actively coordinate regular reviews and updates of all Safety Management System Manual and publications
- Actively contribute to developing and maintaining a continuous improvement program for enhancing the level of knowledge and participation of company staff in a range of Safety related functions across the company
- Pro-actively network with all company departments to increase Safety awareness amongst staff
- Any other duties assigned by Safety Manager

**Requirements: -**

<b>Education</b>	Masters/Graduation/Diploma in Engineering. Personnel from Technical background
<b>Experience</b>	4-7 Years Relevant Experience
<b>Computer Literacy</b>	Excellent computer skills and a high level of proficiency with the Microsoft Office Suite (Word, Excel, PPT) is essential.

**Additional Requirements: -**

- Team player with proven positive performance.
- Highly Motivated; able to work independently.

- Strong organizational and time management skills with an emphasis on accuracy and attention to detail.
- Excellent English written and verbal communication skills with the ability to communicate professionally and maintain strict confidentiality.