
Quality Assurance Coordinator

Bend, Oregon

Are you passionate about aviation, building something with your hands or working on an exciting project for a dynamic, growing company? Epic Aircraft LLC is a manufacturer of high-performance single-engine turboprop aircraft based in Bend, Oregon. We are seeking enthusiastic, hardworking candidates to join our fun and growing team. The soon-to-be-certified E1000 will be the fastest, highest performing, most affordable and comfortable, six-place single-engine turboprop in the world.

Position Description:

The Quality Assurance Coordinator will provide administrative and project support to the Quality team. This position requires excellent writing and editing skills. Must also have good people skills and a focus on communication, organizational, technical and process skills. The ideal candidate will have the ability to continuously prioritize multiple projects in a fast-paced environment with a high level of focus on quality, accuracy and confidentiality in all work products.

Your Day-to-Day:

- Establishes, develops, and maintains electronic and hard copy filing systems
- Prepares and modifies documents including reports, First Article Inspections, part and assembly drawings for inspection, and conformity requirements
- Proofreads copy for spelling, grammar, and layout making appropriate changes as needed
- Data Entry
- Creates and maintains comprehensive project documentation
- Organizes data and other documents
- Uses manufacturing system and drawings to identify parts and their location
- Copies, scans, files, and participates in other general office tasks

What You Bring to the Team (Requirements):

- Minimum of three years prior administrative services work experience
- Aviation knowledge helpful but not required
- Intermediate level of expertise in Microsoft Word, PowerPoint & Excel
- Outstanding spelling, writing, grammar and organizational skills
- Well-spoken and able to interact with all levels of staff in a productive manner
- Possess the ability to apply mechanical principles such as general mechanical reasoning, visual/spatial relations, and basic tool knowledge
- Capable of working with multiple departments concurrently while managing work load
- Exercise a high degree of discretion, technical competence, attention to detail and administration ability.

- Strong organizational, project coordination, time management and analytical skills.
- Authorized to work in the U.S. for any employer

Why Epic Aircraft:

We are truly passionate about aviation and building an amazing aircraft. You will directly contribute to the success of the soon-to-be-certified E1000. We need people who aren't afraid to work hard, be rewarded and have fun!

Benefits Include:

- Competitive Pay
- Company Provided Paid Time Off
- Company Paid Health Benefits
- Seven Paid Holidays
- 401K Plan
- Advancement Opportunities
- Friendly Team Environment
- Fun Company Events