

PACIFIC-GULF MARINE (“PGM”), a well-established U.S. Flag ship operating company, is actively recruiting for the position of Quality Safety Administrator (QSA)

The QSA is a full-time staff position directly responsible for the oversight and administration of the company’s ABS certified Safety, Quality & Environmental management systems (ISO/ISM). The QSA will be based in the greater New Orleans area and report directly to the Vice President of Marine Operations.

Working in close cooperation with both corporate staff and senior shipboard officers, the QSA shall ensure that all operational and management system activities are at all times conducted in a professional and ethical manner, and in accordance with the Policies and Procedures set forth by PGM management.

Responsibilities include but are not limited to:

- Administration of PGM’s management system to ensure compliance & certification under the ISM Code, ISO 9001 & 140001 standards
- Manage, maintain and distribute management system documentation
- Monitor and assess progress in meeting environmental targets & quality objectives
- Manage internal & external management system audit programs
- Maintain PGM’s document & data control systems
- Maintain tracking & review of non-conformances, preventative & corrective actions
- Responsible for oversight of management system training programs
- Provide management system training to PGM employees, shoreside & shipboard
- Develop a program of tabletop exercises & drills to ensure PGM’s preparedness in response to emergencies/contingencies
- Serve as Chairman of PGM’s Quality, safety & Environmental Committee
- Assist V.P. in supporting daily fleet operations including port agency matters, vessel personnel and regulatory compliance
- Conducting annual internal audits of various departments in accordance with company Quality Management System requirements.
- Other duties as may be assigned by senior management

While a maritime background is preferred but not mandatory, the ideal candidate will have strong interpersonal communication skills and work experience with Microsoft Office (Word/Excel/PowerPoint).

Interested candidates should forward resume to **tbj@pac-gulf.com**