

March 27, 2019

JOB POSTING: Audit/Survey Coordinator

ISO 9001 Certified

Tvib is seeking additional resources to manage the processing of compliance audits and to review the effectiveness and accuracy of towing vessel surveys. The successful candidate for this position will possess the following attributes and skill set:

- A passion for the towing industry and the desire to enhance the safety of vessel operations and compliance with regulatory requirements.
- Possess a TWIC, valid driver's license, pass a company physical including a drug test.
- Self-starter with ability to work both independently and as part of a team.
- Preferably, the successful candidate would reside close to our main office in the Houston area, but working from a home office is possible if located in close proximity to a major inland port area that our TPO customers operate.
- Ability to follow TVIB procedures, work within timelines, and edit their work for accuracy and proper spelling and grammar.
- Familiarity with Coast Guard Regulations, with emphasis on Subchapter M and other laws and regulations governing waterborne commerce.
- Possess the verbal and written communication skills to effectively communicate with customers, U.S. Coast Guard, and other relevant stakeholders.
- Previous experience operating as a master of towing vessels or licensed engineer, or equivalent experience.
- Experience with towing vessel operations.
- Experience with towing vessel repairs, including conducting repairs in accordance with NVIC 7-68.
- Experience utilizing Microsoft Office 365, with the ability to create Word documents, Excel spreadsheets, and PowerPoint presentations.
- Possess the necessary skills to create process documents within an ISO 9001:2015 framework and collaborate on the development of training and TPO program materials.
- Flexibility to travel occasionally to attend business meetings or to participate in TVIB training sessions.
- Experience conducting management and towing vessel audits, for compliance with the AWO RCP Program, ISM Code, and/or subchapter M regulations, or equivalent programs.
- Experience conducting internal audits of a Quality Management System, or other audited management systems, to ensure compliance with the organization's ISO 9001:2015 certification.
- Experience conducting training in a traditional classroom setting, webinars, and industry meetings.
- Experience conducting surveys:
 - Subchapter M topside towing vessel annual surveys,
 - Subchapter M dry dock surveys,
 - Conducting internal structural exams of towing vessels or similar vessels.
- Individuals that have achieved TVIB status as Certified Lead auditors, and/or TVIB certified Dry Dock/ ISE certified, or equivalent levels of certification are preferred.
 - For those without previous TVIB certification, the successful applicant will be required to achieve these certifications as soon as possible following employment with TVIB.
 - TVIB will provide training at TVIB's expense to achieve these certifications.
- Ability to provide oversight and training of both third party and internal auditors and surveyors by reviewing audit and survey reports for accuracy, consistency, and proper reporting findings in an objective and correct manner, as outlined in the TVIB quality management system.

Serious Inquiries Only

- For consideration, send cover letter, resume and salary requirements to: tavaf@thetvib.org
- Inquiries submitted without a cover letter, resume and salary requirements will not be considered
- If selected for an interview, must complete an application and provide references for persons that can speak to recent and relevant work experience, *references will be contacted*

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