

Service Department Team Vacancy for: Quality and Security Office Manager (m/f)

Redu Space Services (RSS) has a vacancy for a member of the Service Department Team at the European Space Security and Education Centre (ESEC), in Redu in the Ardennes region of Belgium. As a member of the Service Team you will report directly to the Service Director.

In this position you will:

- Set up internal processes and make sure that standard Quality best practices are rolled-out and applied throughout the organization
- Support Quality aspects related to RSS services and projects activities, to commercial proposal and contract realization phases
- Support ISO certification process to maintain the certification of RSS
- Work together with various Operations, Maintenance and Project teams
- Throughout the project and service lifecycles interface both with customers as well as suppliers
- Act as company security officer and ensure FSC and PSC management with Belgian NSA

Domains of activities:

- Assess current company management processes and develop proposals to reach Quality Management goals
- Increase awareness of staff towards the Quality Management System by creating and delivering training and information sessions
- Follow up the audit actions with the operational teams
- Manage company QMS and follow-up on continuous application of QMS processes and procedures
- Set-up and deliver regular status reports to Management (e.g.: management dashboard)
- Manage the company Documentation Management System
- Implement and manage a risk register on the different projects and services
- Support the Service Director on the customers SLA management
- Ensure that all actions are taken to preserve and adapt to business evolution with the National Security Agency (NSA)
- Manage company FSC and staff personal clearances
- Ensure security policies are defined and implemented as per ISO standards
- Support the projects and the proposals in the security and cybersecurity aspects



Ideal candidates shall meet the following criteria:

- Be a national of a Member State of the European Union
- Be entitled to his or her full rights as citizen
- Hold a valid EU Secret Security Clearance or be entitled to obtain it from the relevant NSA
- Fluent in spoken and written French and English
- Have an engineering university degree or equivalent
- Minimum 5 years Quality Management experience preferably in the Satellite Operations/Telecommunications industry
- Deep knowledge of ISO Quality standards acquired or other Quality reference
- Good knowledge of security and cybersecurity standards and policies
- Experience in the Quality assistance of projects ideally in the frame of European Space Agency programs would be an asset; ECSS knowledge is considered as a plus
- Project management skills
- Effective communication and persuasion skills, both verbal and written with different functional teams (technical, commercial, Administrative)
- Positive, “can-do”, “make it happen” attitude
- Analytical sense, self-starting qualities, coordination and priority setting abilities
- Good analytical skills; capacity of learning and problem-solving minded
- Team worker / autonomous / result and customer oriented

If you wish to apply for this job opportunity, please submit your application by email to marieve.bellot@reduspaceservices.com and jose.luis.fernandez@reduspaceservices.com

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