

JOB DESCRIPTION

DESIGNATION: ISO Coordinator

DEPARTMENT: Quality

LOCATION: Khed Shivapur, Pune (MH)

ROLLTYPE: Full time

JOB BRIEF:

An ISO Coordinator is responsible for scheduling, coordinating and managing external and internal ISO audits for continually improving organisation's performance in ISO audits by ensuring ISO documentation with zero deviation, improving processes and procedures, identifying areas for improvement, and implementing changes, imparting training to the employees, timely conducting instruments calibration, etc.

RESPONSIBILITIES:

- ISO documentation and ensure 100% compliance with zero deviation.
- Coordinate and manage external ISO audits as a single point of contact.
- Scheduling, coordinating and managing internal audits and present reports before the HOD and the management.
- Conduct employee training and train personnel in the requirements of ISO 9001:2015.
- Manage the calibration schedule and conduct internal calibrations on a regular basis.
- Conducting internal audits on a regular basis to ensure 100% compliance, productive internal quality audits, and present audit reports before management.
- Develop and implement quality improvement plans with HOD
- Communicating with the employees, including explaining the purpose and scope of the audit, providing guidance on audit requirements, and ensuring clear communication
- Managing a team of internal auditors, including assigning roles and duties
- Ensuring that audit reports are honest, accurate, impartial, and useful

- Identify organisation processes and opportunities for improvement
- Coordinate and manage opening and closing audit meetings, and coordination with auditors to follow-up and close NCs/Observations, if any.
- Introduce and implement new procedures and processes to ensure 100% compliance
- Support process compliance by working with other departments to ensure compliance and continuous improvement by assisting preparing and maintaining ISO documents, including instructional and procedural documentation
- Maintain and update the Company Quality Management System as and when required in coordination with the Management and HOD.
- Conduct process audit, product audit and supplier audit as per schedules and present reports to the HOD and management.

REQUIREMENTS:

- BE / B Tech / BA / BSc. graduate with min. 2 years of hands-on experience in ISO audit handling as a single point of contact.
- Deep knowledge of ISO 9001:2015 standards
- Hands-on experience in conducting internal audits and report presentation
- Sound knowledge of 7QC tools.
- Hands-on experience in instrument calibration activity.
- Sound knowledge of measuring instruments like Vernier Calipers, Micrometers, Measuring tape, etc.