



an AmesburyTruth™ company

EX0030

04/09/2021

Job Title: ISO Coordinator

Department: Administration

Reports To: Director of Engineering & IT

Shift:

Location: Trumann

FLSA Status: Non-Exempt

Position Purpose

- The ISO Coordinator is responsible for working with all facilities to ensure ISO 9001:2015 compliance, overseeing the internal auditor programs, QAR/CAR reporting and tracking, coordinating Kaizen events, providing administrative assistance as requested.

Essential Duties & Responsibilities

- Ensure compliance with the ISO 9001:2015 Standard. Act as liaison with Registrar and Value Stream Leaders to schedule, implement, and follow-up outside audits. Issue and follow-up on CARs issued as the result of nonconformances or Improvement Notes from outside audits. Manage internal audit process, reviewing internal audits from all facilities, and appointing and training internal auditors as appropriate Monitor and review Corrective Action Request process, tracking CARs, and assisting those responding them to ensure that all information required by the ISO assessor will be available Monitor and coordinate risk assessment process Oversee document control process
- Attend all QAR meetings and review all CAR and assist with action items. Track and monitor QAR costs for management
- Actively participate as a member of the KPO, and in Lean Management initiatives. Participate in scheduling, team selection, preparation for, coordination of, and implementation of results from Kaizens. Make recommendations for possible future Kaizen events, assessing the potential benefits resulting from a particular process review
- Participate in planning for and coordination of Lean training sessions. Act as trainer in specified areas.
- Perform other related duties as assigned or warranted by circumstances.

Knowledge / Skills / Abilities

- Highly driven, self-motivated, and able to work under pressure with minimal supervision.
- Energetic and friendly with excellent verbal and written communication skills.
- Excellent and accurate keyboarding skills.
- Ability to understand and interpret technical information.
- Ability to interact effectively with customers of all kinds.
- Ability to interact effectively with others, both within & outside the department.
- Knowledge of math (Algebra level) to determine prices, discounts, etc.
- Detail oriented.
- Proficient knowledge with Microsoft products (Excel, Word, Powerpoint).

Qualifications / Prior Experience

- Two years of experience with ISO policies and procedures.
- Experience as ISO internal auditor preferred.

Work Environment / Other Requirements

- Ability to sit at a desk with a computer for eight hours at a time, with appropriate breaks at approximately two-hour intervals.
- Ability to bend to floor level and reach 4 feet high, to retrieve and file various materials.
- Ability to move around office level to access files and obtain information from other departments.
- Ability to travel to other locations to assist with ISO audits.