



JOB DESCRIPTION

Job Title: ISO Auditor
Facility: Brooklyn Park
Department: Administration
Reports to: Lead Auditor

SUMMARY

This position is responsible for the planning and implementation of internal quality audits to verify whether quality activities and related results comply with documented procedures to determine the effectiveness of ENPOINTE's quality management system. This position takes direction from the Quality Manager as well as the Lead Auditor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Participate in the planning of ENPOINTE's internal audits.
- Communicate and clarify audit requirements for those being audited.
- Identify processes that create the potential for non-conformance of ENPOINTE's products or services.
- Document observations...collect and analyze evidence and remain alert to any indications that will require more extensive auditing.
- Document non-conformities...i.e. What you do does not match what you say you do or comply with ISO 9001 standards.
- Report audit results to department managers via the closing meeting and on the ENPOINTE intranet.
- Verify the effectiveness of corrective action taken because of the audit.
- Retain and safeguard documents pertaining to the audit...ensure confidentiality of these documents...treat privileged information with discretion.
- Exercise objectivity and remain neutral when conducting audits.
- Act in an ethical manner always.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- Initial qualifications will be achieved by one of three methods:
 1. Formal in-house or off-site training by a third-party trainer.
 2. Previous experience - having participated in at least two audits with a qualified auditor.
 3. Having a nationally recognized quality certification (e.g. ASQ-CQA, RAB QS-PA, QS-A, QS-LA).
- Continuing qualification will require auditors to participate in at least one audit per year.
- Interpersonal & communications skills are important for the planning and execution of the audit process.

PHYSICAL REQUIREMENTS

- Occasional working on a computer, walking, standing, sitting, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)