



## **JOB DESCRIPTION**

**Job Title:** ISO Lead Auditor

**Facility:** Brooklyn Park

**Department:** Administration

**Reports to:** Quality Manager

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### **SUMMARY**

This position is responsible for the leading and planning the implementation of internal quality audits. This position takes direction from the Quality Manager.

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

- Coordinate the planning of ENPOINTE's internal audits.
- Act as Mentor/Coach for Internal Audit Team.
- 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 standard.
- Report audit results to department managers via the closing meeting and on the ENPOINTE's 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.

### **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. Having a nationally recognized quality certification (e.g. ASQ-CQA, RAB QSPA, QS-A, QS-LA).
  3. Minimum 1-year Internal Audit Experience.
- 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 8-hour day)

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