 Namakkal	<b>NTC Logistics India (P) Limited</b>		<b>Doc No.</b>	<b>HR020A</b>
	<b>Standard</b>	<b>Job Description for QMS Auditor</b>	<b>Issue/Rev. No.</b>	<b>01/03</b>
	<b>9001:2008</b>		<b>Issue Date</b>	<b>15/11/2016</b>
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**Experience:** 7+years experience as Internal /Certified –QMS Auditor preferably from the same industry

**Educational Qualification:**

- Any Engineering degree/ Post Graduation or technical field
- Experience in quality system auditing, as Lead Auditor
- Good Knowledge of: ISO 9001:2008, ISO 9004,ISO 19011, OHSAS 18001, ISO 15001:2010

**Purpose of Position:**


The QMS Auditor follows and monitors the completion of audits within the organization from its planning to the corrective/preventive action’s closure. He has to analyse audit reports, make recommendations that are useable and workable for auditees and the Quality management team.

**Skill set:**

- Proficiency in ISO 15001:2010 standards
- Proficiency in ISO 9001:2008 standard and variants and general knowledge of Logistics and Transportation sector.
- Mastery of standard 19011:2011 and its principles, its rule, ethics and objectives.
- Data Analysis ,objective-thinking,judgement and Leadership skills
- Ability to manage multiple priorities
- Schedule –oriented and detail -oriented
- Good technical writing and computer skills

**Job Responsibilities:**

- Training and Implementation of ISO 15001:2010
- Drive and monitor Audits of the company according to Audit Program and QMS Procedures.
  - Follow up of planning of each audit including: notification of Auditees, analysis interfacing between auditors and Auditees. Recommendation and submittal for approval of audit plan. Ensure that Audit Plan has been dispatched to Auditees, providing assistance to auditors during the steps of preparation.
  - Ensure the completion of Audit and receive the signed audit report.
  - Ensure that conclusion of Audit are understood by Auditees.
- Manage and Monitor non-conformities with respect to QMS Procedures.
  - Ensure that nonconformities are correctly entered and all sections are fulfilled and make

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Sure relevant persons are notified on occurrence of non-conformance.

- Follow the responsiveness of process owners on nonconformities treatment.
- Follow up the corrective and preventive actions.
  - Make sure quality incidents are recorded. Ensure investigations are conducted and root cause is identified.
  - Ensure investigations are conducted and root causes are identified.
  - Ensure corrective and preventive actions are established and recorded.
  - Monitor the preventive actions following the QMS Procedures.
- Promote opportunities for improvement within the organization.
  - Use the result of Audit to identify opportunities for improvement for all QMS processes.
  - Monitor Opportunities for improvement.
- Auditing and Compliance - Schedule and conduct internal quality assurance compliance and special process audits of all locations.
- Reporting Requirement - Reporting all internal audit reports to management. Track and approve internal Audit replies.
- Quality Work Place -Lead facility compliance personal by providing direction and instructions necessary to meet and exceed the company goals through conference calls and work teams.
- Safety – Ensure all safety policies are followed. Assist when asked in conducting timely investigation of any safety violation and use pro active management techniques on prevention and corrective action.

#### **Remuneration**

- Fixed Salary based on the experience of the candidate

#### **Working Conditions**

- Hours: Monday to Saturday (from 9:30a.m. to 6.30p.m.)
- Location: Chennai
- Reporting to: Executive Director

**Probationary Period:** 6 months

Please send your resume to [admin.ntc@ntcgroup.in](mailto:admin.ntc@ntcgroup.in) / [careers@ntcgroup.in](mailto:careers@ntcgroup.in)

**Prepared by**

**Reviewed by**

**Approved by**