



**TURNING SOLIDS INTO REALITY**

PRECISION CNC MACHINING FOR THE SILICON VALLEY

Experienced ISO 9001:2015 Consultant needed. Under minimal supervision oversees all aspects of ISO conformance acting as company representative for the certification bodies. Maintains company forms/documents, performs internal audits, conducts employee ISO trainings and all tasks related to ISO compliance

### **Key Responsibilities**

- Administers and maintains all ISO 9001:2015 processes, procedures, forms/documents to maintain compliance
- Manages monthly ISO meeting including creating the agenda, running the meeting, taking minutes, managing action items, documenting all paperwork in ISO binder
- Help on DMR's, CAR's and PAR's, closing them out
- Arrange and manage audit processes: Surveillance, TUV Recertification and Internal Audit
- Set agenda, lead meeting and write report for Management Review
- Familiarity with Lean principles
- Recommends changes in standards, techniques and procedures as warranted
- Maintains a positive and respectful attitude

### **Job Requirements**

- Working knowledge of and experience with ISO 9001:2015 management/compliance is required
- Attention to detail
- Experience in a manufacturing environment (Job Shop)
- Exhibits good cooperation and communication skills to effectively work within a team environment
- Effectively gives and receives feedback; willingly asks questions and seeks direction as needed
- Prepare and maintain required records
- Knows and adheres to all safety requirements; strives to maintain a safe work environment and reports potential hazards to management
- Monthly invoice

Pay commensurate with experience. Please provide salary requirements to be considered for this position.

Job Type: **10-20 hours per week**