

IATF Certification Body "IATF 16949 Auditor Position - Job Opening" Request

Date Submitted: 29th April 2025

CB Name: British Standards Institution

CB Acronym: BSI

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Website Link to CB job postings (Optional): <https://wd3.myworkdaysite.com/zh->

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Brief Description of Auditor Resource Needed:

Key Responsibilities & Accountabilities:

- Undertake management system assessments in accordance with BSI requirements.
- Prepare assessment reports and deliver findings to clients to ensure client understanding of the assessment decision and clear direction to particular items of corrective action where appropriate.
- Recommend the issue, re-issue or withdrawal of certificates, and report recommendations in accordance with BSI policy, procedures and prescribed time frame.
- Establish and develop an effective partnership, which secures the commercial relationship and encourages opportunities for business development and increased client satisfaction with clients in your portfolio.
- Provide accurate and prompt information to support services, working closely with them to ensure that client records are up to date and complete and that all other internal information requirements are met.
- Plan/schedule workloads to make best use of own time and maximise revenue-earning activity.
- Maintain and develop assessment skills and technical and management system standards knowledge.

Person Specification:

- An automotive industry professional with qualification of IATF 16949 auditor by CCAA is a must.
- Commercial understanding of compliance industry, minimum 2 years quality system management working in Certification Body.
- Bachelor's degree or above with automotive industries related major or an equivalent professional qualification in a relevant subject and have a comprehensive knowledge of business processes and systems.
- Good verbal and written communication skills in English.

岗位职责：

- 依据BSI要求开展管理体系审核工作
- 撰写审核报告，沟通审核发现，确保客户理解审核结果和改进的方向，使客户按照要求进行纠正改进
- 依据BSI政策、流程及规定期限，对证书签发、重签发或撤销提出专业建议
- 与部门团队密切合作，维系与客户的良好合作关系并发掘新的业务机会，提升现有客户的满意度
- 协同部门团队及时准确反馈重要信息，确保客户资料和记录更新完整，满足公司内部合规及相关审核要求
- 充分运用时间，合理安排工作量，达到卓越运营
- 不断提升审核技能和学习质量管理体系标准相关知识

任职要求：

- 具备汽车行业从业背景，持有中国认证认可协会（CCAA）颁发的IATF 16949审核员资质
- 熟悉认证行业业务流程，具备认证机构质量体系管理2年及以上工作经验
- 本科及以上学历（汽车行业相关专业优先），或持有相关领域同等专业资质，具备完整的业务流程及体系知识架构
- 优秀的英文书面和口语表达能力

CB is looking for auditors who are proficient (can read, write, and speak) any of these languages:

English and Mandarin

CB is looking for auditors who are willing and permitted to work in the following countries:

China