

- **Job Title:** China IATF Witness Auditor

- **Major Responsibilities:**
 - Logistical planning for assignments
 - Observing certification body auditors conducting IATF 16949 audit at a client organization.
 - Prepare comprehensive witness audit reports, in English, using the required templates, including nonconformities classified appropriately and sent to the relevant Oversight office.
 - Submit accurate expense reports after each assignment.
 - Reviewing CB's submitted corrective action responses and providing approval/rejection decisions.
 - Participating in annual IATF witness auditor training/calibration, as requested by Oversight office.
 - Managing special projects or requests

- **Work Experience**
 - 5 years' practical work experience in manufacturing
 - ✓ Preferably full time and with quality related function or engineering experience
 - ✓ Preferably with an organization eligible for IATF 16949, but experience in other industries with similar scopes such as chemical, electrical, or metallic commodities may be considered.
 - ✓ Preferably with 3+ years of Quality experiences in Automotive OEM or Tiered Supplier
 - 5 years' experience as a 3rd party qualified auditor
 - ✓ 3-rd party audit experience as IATF 16949 auditor is desired
 - ✓ Experience as a 2nd party auditor may be considered.

- **Education**
 - Bachelor's degree in engineering
 - Qualified according to the relevant accreditation body rule
 - Knowledge of Core Tools used in automotive industry.

- **Other skills**
 - Analytical skills
 - Comfort in coaching another person and giving positive and negative feedback professionally.
 - Observant
 - Attention to detail; Diplomatic, even in stressful situations.
 - Proficient with computers and computer programs such as Microsoft Word, Microsoft Excel, Microsoft Outlook, Power Point, etc.
 - Strong written English skills
 - Fluent Chinese Mandarin and English
 - Flexible with a changing environment, schedule, etc.
 - Ability to work with limited supervision.

- **Other requirements**
 - Work location: Beijing or Shanghai
 - Full-time job
 - Willingness to travel, including international travel.
 - Travel on short notice, including international travel.

If you are interested in becoming an IATF witness auditor and you meet the minimum requirements listed above, please contact Webster Zhang (wzhang@iaob.org). A CV/resume is required.

- **职务**: 中国 IATF 见证审核员
- **主要职责**:
 - 负责审核任务的计划和安排
 - 对认证机构审核员实施的 IATF 16949 审核活动进行见证
 - 使用要求的模板，用英语编写完整的见证审核报告，包括对不符合项的分类并发送给相关监督办公室。
 - 每次任务后提交准确的费用报告
 - 审查认证机构提交的纠正措施响应，并提供批准/拒绝决定
 - 按照监督办公室的要求，参加年度 IATF 见证审核员培训/对标
 - 完成监督办公室交办的专项工作及其它相关任务
- **工作经验**
 - 5 年制造业实际工作经验
 - ✓ 最好是全职，有质量相关职能或工程经验
 - ✓ 最好是有资格申请 IATF 16949 的组织，但也可以考虑在化工、电气或金属商品等领域有类似经验的其他行业
 - ✓ 有 3 年以上汽车 OEM 或供应商质量经验者优先
 - 5 年第三方合格审核员经验
 - ✓ 希望有 IATF 16949 审核员的第三方审核经验
 - ✓ 可考虑具有二方审核员的经验
- **教育**
 - 工程学士学位
 - 根据相关认证机构规则获得资格
 - 了解汽车行业核心工具
- **其他技能**
 - 分析能力
 - 能够以专业方式开展辅导，并提供建设性的反馈意见
 - 敏锐性
 - 在压力环境下仍能够保持良好的细节关注能力
 - 精通计算机和计算机程序，如 Microsoft Word、Microsoft Excel、Microsoft Outlook、Power Point 等。
 - 较强的英语书面表达能力
 - 中英文流利
 - 能灵活应对不断变化的环境、日程等。
 - 具备独立开展工作的能力
- **其他要求**
 - 工作地点设在北京或上海
 - 全职工作
 - 愿意接受国内和国际出差
 - 能够接受临时安排的国内和国际出差

如果您有兴趣成为 IATF 见证审核员，并且满足上述最低要求，请联系 Webster Zhang (wzhang@iaob.org) 并附上简历。