



Job Description

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| Job Title LEAD AUDITOR | Reports To Director of Operations & Finance |
| Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | Date February 2, 2011 |

Essential Duties and Responsibilities:

- Contribute with a minimum of 18 chargeable days (on average) per month, unless otherwise designated.
- Must be responsive to the customers needs and follow through on all aspects of request, both written and verbal.
- Perform Management System Certification Assessments.
- Prepare orderly documentation and audit reports using corporate forms.
- Report time and money spent on a monthly basis for billing purposes.
- Provide monthly report of activities to the V.P. of Operations.
- Attend meetings as required by Management.
- Conform to all company guidelines and regulations.
- Travel is a requirement both domestic and international (90-95%).

Education and Experience:

- 10 Years experience in quality
- Training and experience in (check all that apply):

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|-----------|--------------------------|----------|--------------------------|--------------|--------------------------|-------------|--------------------------|
| TS 16949 | <input type="checkbox"/> | ISO 9000 | <input type="checkbox"/> | ISO 22000 | <input type="checkbox"/> | OHSAS 18001 | <input type="checkbox"/> |
| ISO 14000 | <input type="checkbox"/> | AS 9100 | <input type="checkbox"/> | BRC Food Acc | <input type="checkbox"/> | ISO 27000 | <input type="checkbox"/> |
- Other Please List:
- Bachelor's Degree in Science / Business /and/or Engineering
- ANAB / IRCA Accreditation

Job Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills.
- Able to work with minimal supervision.
- Able to work individually and as part of a team.
- Computer literate.
- Must be detail oriented and maintain a high level of accuracy.
- Must be a proficient communicator and listener.
- Must possess a professional, mature attitude.

Physical Demands:

- Regularly required to stand or sit, reach, bend and move about TÜV-USA facility as well as customer facilities.
- Some light physical effort required.
- Various travel schedules and different time zones.
- Various means of transportation, including long drive times and air travel.

