

## **ASSOCIATE – QUALITY PROGRAMS**

**Industry Global Leader in ISO 9000 Quality Certification and Licensure**

**Washington, D.C.**

Our client is a world leader in ISO 9000 quality review and industry certification. The Associate of Quality Programs will review and assess global client's compliance with program requirements and makes recommendations for registration and/or licensing decisions. Facilitates implementation of the certifications management system. Coordinates operational activities. Provides support to the Department Manager for this worldwide, prestigious QR Certification and licensure program.

### **Responsibilities:**

- Review and approve Quality Manuals and audits to various quality system requirements including ISO 9000
- Review audit reports and client's corrective action responses to nonconformance's and changes (Scope) to client's registration(s) and/or license(s)
- Make recommendation for granting, maintaining, modifying, suspending or cancelling registrations/licenses and changes (scope) based on the result of the interview
- Prepare action letters for granting, maintaining, modifying, suspending or cancelling registrations/licenses
- Peer review (seconding) of program actions completed by other associates.
- Participate in and lead activities during Registration/Licensing Committee Pre-Panel and Panel decision-making
- Provide additional guidance for auditors when needed.
- Maintain client records.
- Interact directly with clients and auditors on issues related to program activities.
- Assist the Audit program staff in the management of auditor's activities.
- Market program activities when needed.
- Attend industry related trade shows and events when required
- Perform other tasks assigned by the API Monogram Program Manager
- Provide support as needed with the administration of departmental projects including, but not limited to, documentation of processes, implementation of corrective actions from audits (internal and ANAB) and resolution of complaints.
- Coordinate/manage project(s) assigned by the Program Manager.

**Skills, Experience, and Education:**

- Bachelor's degree in business or technical discipline
- A minimum of two years' experience with quality systems and ISO 9000 audit programs; past experience with manufacturing a plus
- Knowledge of ISO 9001, ISO 14000, OHSAS 18001
- Strong ability to acquire technical skills
- Ideally completed the ISO 9000 Lead auditor training course or equivalent quality certification
- Management system auditing and project management experience a plus
- Experience in the development and implementation of management systems a plus
- Familiarity with ISO 17021 and other accreditation requirements for conformity assessments
- Excellent verbal communication, writing, including process documentation, analytical, and problem solving skills
- Customer service orientation required
- Proficient with Microsoft Suite of products as well as SharePoint with an aptitude to learn other computer programs quickly

Compensation is market competitive. Excellent fringe benefits are provided and relocation assistance is available.

For confidential inquiries, please contact:

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