



**BUREAU
VERITAS**

JOB DESCRIPTION FORM

Job Title : **Lead Auditor – IMS**

Entity : Bureau Veritas (India) Pvt Ltd

Location : Hyderabad/ Vizag / Indore / Ahmedabad

Reports to (job) : Regional Head Certification

➤ Purpose of Position

- The job incumbent is responsible to conduct audits of the clients against the requirement of the relevant standard.
- Many certified organisations having stand-alone certification are migrating towards integration of these. Hence it is expected that an auditor in audit team be qualified to all the schemes under integration.
- The position performs in line with the Bureau Veritas Quality Assurance System, including the BV Code of Ethics and the BV Group policy

➤ Major Responsibilities

- As a professional, carry out all activities related to profession in accordance with BV code of ethics and confidentiality requirements
- To conduct audits in accordance with ISO 19011, Bureau Veritas Management System and BVC India Operations Manual
- To keep self-updated with latest regulatory requirements & technologies pertaining to sectors/ schemes under audit
- To manage time effectively throughout entire audit cycle - From planning to reporting
- To cooperate and coordinate with audit team leader during the audit
- To report / inform reporting line / back-office / team leader for any unexpected situation faced during the audit. (Examples - less time available for audit against planned due to situations beyond control, audit cancellation, any dispute during the audit on finding etc.)
- To follow the schedules informed and confirmed by back-office/ client.
- To maintain & protect assets of company - laptop and other accessories and any other
- To submit Travel & Expenses (T&E) statements in timely manner
- To adhere to terms and conditions agreed at the time of acceptance of appointment letter
- To coordinate with the technical function for ensuring audit, qualifications and reporting is followed in line with LTO.
- To support sales to pass on any business leads coming across industry.

➤ Qualification and Experience

- Science / Engineering Graduate / Post Graduate with minimum 6-8 yrs of industry experience with min. 2 yrs experience in conducting 2nd or 3rd party audits.
- Successfully completed a registered lead auditor course based on reference standard
- Knowledge of ISO 17021 & ISO 17065 requirements.
- Conversant with the terminology and the principles of the relevant standards

➤ **Skills & Qualities:**

- Interpersonal relationship and leadership skills
 - Good Communication, Reporting, Presentation, Good listening
 - Team Cohesion
 - Time Management
 - Be able to handle situations in judicious manner
 - Pleasing Personality
 - Computer Skill
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