



**BUREAU
VERITAS**

JOB DESCRIPTION FORM

Job Title: Lead Auditor – ISMS (ISO 27001)

Entity: Bureau Veritas India Pvt

Location: Chennai

Reports to (job): Certification Manager

➤ Purpose of Position

- The job incumbent is responsible to conduct value added audits of the clients against the requirement of the relevant standard.
- 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

- 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.
- In the role as auditor (team member), to cooperate and coordinate with audit team leader during the audit.
- In the role as lead auditor (team leader), manage the team in a effective manner.
- 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.
- Ready for frequent travel

➤ Qualification and Experience

- Engineering or Science Graduate / Post graduate
- At least four years of full time practical workplace experience in information technology, of which at least two years are in a role or function related to information security

- Successful completion of IRCA approved ISMS Lead Auditor Course
 - Should have conducted or been part of internal or external audits (desirable)
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➤ **Skills & Qualities:**

- Good Communication (Both Written & Oral)
- Good Interpersonal skills
- Reporting, Presentation & Listening skills.
- Team Cohesion
- Time Management
- Be able to handle situations in judicious manner
- Pleasing Personality
- Computer skills