

2020 IATF Witness Auditor (Subcontract position)

Minimum Requirements – Work Experience

- 4 years practical experience working in automotive manufacturing
 - Preferably full time, with a 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, aerospace, electrical or metallic commodities may be considered, **OR**
- Active 3rd party qualified IATF 16949 auditor with an auditor card starting with 5-ADP

Minimum Requirements – Education

- Bachelor's degree
- Qualified according to ISO 19011 and the relevant accreditation body rule
- Knowledge of Core Tools (e.g. AIAG blue books, VDA-QMC orange books, etc.)

Other requirements

- Be willing to travel on short notice, including international travel

Minimum Requirements – Soft skills

- Strong written and verbal English skills
- Analytical skills
- Comfortable in coaching another person and giving positive and negative feedback
- Observant
- Attention to detail
- Diplomatic, even in stressful situations
- Proficient with computers and computer programs such as Microsoft Word, Microsoft Excel, Microsoft Outlook, etc.
- Flexible with a changing environment, schedule, etc.
- Ability to work with limited supervision

Key Job Responsibilities

- Observing certification body (CB) auditors conducting IATF 16949 audits at the CB's client location, including:
 - Completing your own logistical planning for audits.
 - Providing positive and constructive feedback to the CB auditors at the end of the client's audit.

- Using the IATF AMP system to write a complete audit report, including nonconformities classified appropriately.
- Reviewing the CBs submitted corrective actions and providing a response (approval, rejection or request for clarification).
- Filing accurate expense reports.
- Participating in IATF witness auditor training, as required.
- Handling special projects or other administrative requests, as needed.

Code of Conduct

- Behave professionally, with honesty, accuracy, fairness, courtesy, and responsibility
- Act in the best interests of the IATF
- Avoid all actual or perceived conflicts of interest
- Protect the confidentiality of all information