

- **Job Title:** China IATF Witness Auditor

- **Major Responsibilities:**
 - Logistical planning for assignments
 - Observing certification body auditors conducting IATF 16949 audit at an organization.
 - Writing a complete witness audit report, in English, using the required templates, including nonconformities classified appropriately and sent to the relevant Oversight office.
 - Filing of accurate expense reports after each assignment
 - Reviewing CB's submitted corrective action responses and providing approval/rejection decisions
 - Participating in annual IATF witness auditor training/calibration, as requested by each Oversight office
 - Handling of special projects or request

- **Work Experience**
 - 5 years practical work experience in manufacturing
 - ✓ Preferably full time and 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, electrical, or metallic commodities may be considered
 - ✓ Preferably with 3+ years of Quality experiences in Automotive OEM or Tiered Supplier
 - 2 years' experience as a 3rd party qualified auditor
 - ✓ 3-rd party audit experience as IATF 16949 auditor is desired
 - ✓ Experience as a 2nd party auditor may be considered

- **Education**
 - Bachelor's degree in Engineering
 - Qualified according to the relevant accreditation body rule
 - Knowledge of Core Tools (e.g., AIAG blue books, VDA-QMC red books, etc.)

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

- **Other requirements**
 - Work location be based in Shanghai
 - Willingness to travel, including international travel
 - Travel on short notice, including international travel

If you are interested in becoming an IATF witness auditor and you meet the minimum requirements listed above, please contact Sam Chen (chen@iaob.org). A CV or resume is required.

- **职务:** 中国 IATF 见证审核员

- **主要职责:**
 - 合理的规划工作任务
 - 观察认证机构审核员在组织中进行的 IATF 16949 审核
 - 使用要求的模板, 用英语编写完整的见证审核报告, 包括对不符合项的分类并发送给相关监督办公室。
 - 每次任务后提交准确的费用报告
 - 审查认证机构提交的纠正措施响应, 并提供批准/拒绝决定
 - 按照各监督办公室的要求, 参加年度 IATF 见证审核员培训/对标
 - 对特殊项目或要求的处理

- **工作经验**
 - 5 年制造业实际工作经验
 - ✓ 最好是全职, 有质量相关职能或工程经验
 - ✓ 最好是有资格申请 IATF 16949 的组织, 但也可以考虑在化工、电气或金属商品等领域有类似经验的其他行业
 - ✓ 有 3 年以上汽车 OEM 或供应商质量经验者优先

 - 2 年第三方合格审核员经验
 - ✓ 希望有 IATF 16949 审核员的第三方审核经验
 - ✓ 可考虑具有二方审核员的经验

- **教育**
 - 工程学士学位
 - 根据相关认证机构规则获得资格
 - 了解核心工具 (如 AIAG 蓝皮书、VDA-QMC 红皮书等)

- **其他技能**
 - 分析能力
 - 辅导他人并提供专业的正面和负面的反馈
 - 敏锐性
 - 即使在压力很大的情况下, 也能注意到细节
 - 精通计算机和计算机程序, 如 Microsoft Word、Microsoft Excel、Microsoft Outlook、Power Point 等。
 - 较强的英语书面和口头表达能力
 - 能灵活应对不断变化的环境、日程等。
 - 自我管理的能力

- **其他要求**
 - 工作地点设在上海
 - 愿意出差, 包括国际旅行
 - 临时出差, 包括国际旅行

如果您有兴趣成为 IATF 见证审核员, 并且满足上述最低要求, 请联系 Sam Chen(chen@iaob.org).请附上简历。