Quality Certification Manager

Key Responsibilities:

● Work directly with accreditation bodies to secure and maintain necessary accreditations.

● Design, develop, and manage certification tracking systems for efficient monitoring and compliance.

● Ensure ongoing compliance with accreditation requirements and internal audit procedures.

● Manage contracts and invoicing for ISO and CMMI certification clients.

● Keep internal procedures up-to-date and ensure auditors comply with established protocols.

● Identify new standards for accreditation and enhance organizational procedures accordingly.

Required Qualifications & Experience:

● Minimum 5+ years of relevant work experience.

● Certified ISO 9001 Lead Auditor with in-depth knowledge of ISO 9001:2015 and ISO 27001:2022 standards.

● Experience in managing operations within an ISO Certification Body.

● Strong understanding of process improvement methodologies with hands-on experience in driving initiatives.

● Expertise in defining and maintaining organizational procedures and manuals.

Desired Qualifications:

● Previous experience as a Certification Manager in an accredited certification body.

● Experience conducting Stage 1 and Stage 2 certification audits as a Lead Auditor.

● Training in additional process models such as CMMI, CMMC, and Six Sigma.

● Sales and marketing experience related to ISO certification services.

Why Join Us?
● Opportunity to work with a dynamic and growing certification body.
● Lead critical initiatives in quality management and compliance.
● Collaborate with industry experts and accreditation bodies to drive excellence.
● Enjoy a collaborative, mission-driven environment that values innovation and expertise.