

Certifications Audits Coordinator (ISO and GMP+) B

Intertek, a leading provider of ATIC (Assurance, Testing, Inspection and Certification) Services, is looking for a Certifications Audits Coordinator (ISO and GMP+) BA to join our team in Warsaw.

Intertek's comprehensive range of auditing and certification services ensure that management systems are optimized to facilitate successful growth. Our global network of auditors and technical experts are dedicated to helping our customers meet any auditing or certification challenge they may face. From sharing best practices and new industry requirements, to assessing performance against objectives, our team gives our customers the means to evaluate and enhance their business while meeting both external and internal customer expectations.

PRINCIPAL ACCOUNTABILITIES

- Contact with local and foreign clients, auditors and Intertek offices around the world to organize audits,
- Planning, scheduling and coordination of audits,
- Preparing offers for clients,
- Ongoing administrative and procedural support of the department in the implementation of current projects; support of the BA Manager, - obtaining, distributing and providing necessary information;
- Cooperation with the inside and outside of the company in order to meet the obligations to the client every day and to participate in new initiatives in response to market requirements and needs;
- Support for internal systems and platforms, supervising their current functioning,
- Post-audit service for customers,
- Reporting results in the weekly and monthly system; keeping records of audit services, reporting - monthly reports, weekly reports and other reports required internally,
- Preparing monthly financial statements (invoicing),
- Verification of monthly auditors' accounts, acceptance of other costs related to the organization of audits,
- Preparing required reports related to the own activity, reporting financial data,
- Perform tasks and responsibilities in set deadlines in an effective manner, in accordance with the adopted Company policy;
- Ensuring effective coordination and control in the area of competence and responsibility in the job position;
- Supporting Intertek Academy in training topics development according to market and clients needs

JOB KNOWLEDGE, SKILLS & EXPERIENCE

- Demonstrable experience of working in an audit/certification industry will be an advantage
- NECESSARY CONDITION: good knowledge of English, allowing free e-mail communication and oral and reading and translation of documentation
- Higher education (technical or quality,) will be an advantage;
- Experience in working with certification/ second party auditing standards, non-food and experience in the field of certification/secnd party audits or internal audits or willingness to explore
- Recognized relevant qualifications necessary
- Demonstrable ability to provide high standards of customer service
- Successfully balancing customer and business needs
- Proven ability to multi task
- Demonstrable ability to work in a pressurised, fast-paced environment demonstrating a positive attitude to change
- Proven ability to work under pressure, remaining calm and diplomatic at all times
- Strong team player with ability to be self-motivated
- PC literate – good working knowledge of Microsoft packages; ease to work with spreadsheets and other IT tools and computer systems;
- Theme and self-development in this direction;
- Independence and responsibility for the results of work;
- Systematic and accurate in performing tasks
- Pay attention to details and fulfil procedure requirements personality
- Systematic and keeping order in documentation
- Ability to work in the team

JOB CHALLENGES

- Dealing efficiently and effectively with high volumes of multi channel queries
- Able to question and listen to fully understand customer needs
- Able to interpret and understand department procedures and company processes
- Prioritising tasks in a methodical organised fashion
- Balancing personal objectives with those of the team displaying respect and empathy for others
- Take ownership for own learning and development.

BENEFITS

- Medical cover package
- Multisport