



Job Vacancy – Auditor (Manager Grade)

Position	Auditor – Metallurgist – Manager Grade	
Reports to	HOD Minerals Metals & Ores	
Job Description	Alex Stewart International (India) Private Limited is an international Inspection & Testing company. The job description of the Auditor – Manager Grade will be as follows: 1) Inspection and audit of factories producing lead, zinc, copper and other base metals. 2) Acceptance of the job related to inspection, audit, testing and delegation and execution of the work. 3) Maintenance of the Quality Management Systems and Procedures. 4) Implement and monitor quality control measures to maintain high standards of audit outcome. 5) Ensure that the inspection and audit assignments are executed on time and to the satisfaction of the client. 6) Maintain and ensure compliance with QMS (ISO 9001 & 17020). 7) Issue non-conformity reports and follow up for closure of the NCs on time. 8) Co-ordinate with customers to meet their requirement (Commercial & Technical). 9) Verification and approval of test reports. 10) Reporting to the HOD (MMO) for matters relating to audits & inspections. 11) Identification of training requirements and to train and supervise the field staff. 12) Adherence to all relevant regulatory and accreditation requirements.	
Age	45 – 65 years	
	Essential	Desirable
Education	• B.E. Metallurgy / B.E. Chemical Engineering	• Auditor Course completed for ISO 9001:2015 / ISO 14401:2015 / ISO 45001:2018
Experience	• Overall minimum 20 years' experience in operation of plants for production of base metals	• Experience in either auditing factories or being audited for technical & other statutory compliances
Personal Attributes / Skills	• Good oral & written communication skills in English • Leadership quality: Ability to motivate, mentor operational staff assisting in audits • Ability to plan and execute audits of factories independently • Amiable personality and excellent people skills	• Expertise in laboratory procedures, equipment, and relevant software. • Conducting technical training.
Location	Chennai / Mumbai / Delhi / Kolkata	