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# Example of ISO Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of ISO coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for ISO coordinator

* Trains personnel in the requirements of ISO/AAR and customer quality systems
* Schedules and manages internal audit process
* Works with internal auditors to ensure productive internal quality audits
* Responsible for the supervision of Quality Technicians in the area of receiving inspection
* Monitoring the (NGenera) internal mailbox to respond and answer requests from our ISO technicians to close out submitted Field Service Reports daily
* Assist in updating the payment process of the ISO incentive program for all ISOs on a monthly basis
* Updating and maintaining the database for accurate and current service agreements and insurance
* Working with the ISOs and Life Fitness Technicians to make sure they have the tools and information necessary to complete their orders
* Backing up team members and dispatchers as needed to ensure the ISO and Life Fitness technicians have the work orders for their respective regions
* Maintaining and updating Company Quality Management System

## Qualifications for ISO coordinator

* Previous experience in ISO Lead auditing and demonstrated experience interfacing with quality system registrars is preferred
* Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, welding codes or governmental regulations
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume and knowledge of statistical techniques
* Recognizes and solves typical problems that can occur in own work area without supervisory approval
* Impacts own team through the quality of the services or information provided
* Advise on legal compliance and quality system requirements for Automotive Tier 1 Supplier