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# Example of ISO Coordinator Job Description

Our growing company is searching for experienced candidates for the position of ISO coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for ISO coordinator

* Assists others engaged in inspection and testing activities to ensure continuous control over materials, facilities, and products
* Plans, promotes, and organizes training activities related to product quality and ISO related activites
* Supports and investigates customer complaints regarding quality and make adjustments accordingly
* Assists in the development of standards and methods for inspection, testing, and evaluation
* Assists in the development of sampling procedures, forms and instructions for recording, evaluating, and reporting quality and reliability data through ISO 9001
* Compiles and writes training material and conducts training sessions on quality assurance activities
* Assists in the certification process for UL, and ISO 9001
* Assists in the development of quality systems throughout the company
* Travel to suppliers, facilities, and training as needed or required
* Coordinate and schedule internal and external monthly and annual audits

## Qualifications for ISO coordinator

* ISO 20000 or 270001 would be helpful
* Bachelor’s degree or equivalent in experience (as evidenced by employment history, professional certification, and/or academic track record) is required
* Minimum of 5 years of teaching and curriculum development experience, with at least 3 years in information security and/or computing related areas is required
* Exemplary written and verbal communication is essential
* Ability to effectively address both technical and non-technical audiences is essential
* Basic understanding of wiring and electrical circuitry