

**Position:** ISO Co-ordinator

**Work Place:** Vasai

**Education:**

Diploma in Mechanical or Electrical Engineering.

**Experience:**

03 Years of experience as an ISO Co-ordinator in engineering company.

**Scope of work:**

1. Maintain ISO documents pertaining to ISO 9001-2015.
2. Arrange internal audits in the company.
3. Maintain records of Non-Conformity (NC) raised during internal audits and close the same with corrective actions.
4. Co-ordinate with external agency during surveillance audits and certification audits.
5. Record improvements done by management and display the same in ISO documents.
6. Should be computer literate, command on English and should make PPT of improvements.
7. Should maintain records of obsolete documents and remain in touch with all HODs.
8. Able to maintain the record of controlled drawings.

**Send resume: [hr@rexnordindia.com](mailto:hr@rexnordindia.com)**