

Responsibilities:

- Conduct on-site and remote audits/assessments.
- Review documents, test reports and audit evidence.
- Prepare audit and assessment reports.
- Follow up on corrective actions and certification matters.
- Maintain certification records and documentation.
- Liaise with clients, laboratories and relevant stakeholders.
- Support internal audits and DSM/accreditation assessments.
- Perform other certification and operational duties as assigned.
- Perform any other duties and responsibilities as may be assigned by the Superior or Employer from time to time.

Qualification and Requirement:

- Bachelor's Degree in Engineering, Science, Technology or related field.
- Fresh graduates are encouraged to apply.
- 1–2 years of relevant experience in auditing, quality, testing, certification or related fields is an advantage.
- Willing to travel for audit assignments.
- Must possess strong command of English and Malay, both spoken and written.

Preferred Skills:

- Proficient in Microsoft 365 suite including SharePoint, Excel, and PowerPoint.
- Excellent interpersonal communication and presentation skills.
- Basic understanding of ISO/IEC 17065 and auditing.
- Detail-oriented and organised.
- Willing to learn and develop as a certification auditor.