



JOB DESCRIPTION

Job Title	CONFORMITY ENGINEER/ OFFICER
Reports To:	CONFORMITY DEPARTMENT HEAD

Key Responsibilities

- To process applications that include evaluation, inspection, review, and recommendation for certification of products, services and processes
- Main point of contact to client

Main Task and Duties

- Communicates with the clients the requirements to obtain Certification
- Evaluate the completeness and correctness of the documents submitted by the clients.
- Assesses product, services and processes against applicable technical regulations and standards
- Prepares of Audit plan
- Conduct factory Inspection/Audit according to the requirements of applicable scheme
- Prepares of Evaluation/Audit report
- Reviews evaluation reports and grants or deny certification
- Timely and correct issuance of Certificate of Conformity
- Updates individual records related to certification (i.e. client contact list, certified products, assessment log and etc.)
- Coordinates with assessor/auditors/inspectors to conduct necessary assessment/ audit/ inspection activities
- Creates and maintains good working relationships with clients and associates
- Keep updated on Operations Procedures and Policy Matters
- Provide suggestion and assistance in maintenance of the Quality Management System
- Attend to trade exhibitions, technical meetings, and related conferences to promote Halal Asia Services
- Provides timely and effective responses to inquiries concerning certification
- Make suggestions on improving effectiveness and efficiency of the department
- Undertake any additional duties as delegated by the Manager/ Immediate Superior to assist in the achievement of department objectives

Requirements

Professional Qualifications

- Graduate of Science or Similar Technical Qualifications

Experience and Technical Knowledge

- Graduate of Science/ Technical diploma or Similar Technical Qualifications
- Related training for the product being evaluated
- Familiarity with the standards on conformity
- General knowledge of accreditation rules
- Thorough knowledge of Halal Asia Services relevant contracts and of the associated technical administrative practices (ESMA, SASO, JAKIM, MUI, MUIS etc.)
- Knowledge of International Standards (ISO, IEC, BS, EN) and other internationally acceptable standards (i.e. GSO, SASO, MS, SMHS etc)
- Excellent writing, speaking, communications and computer skills
- Marketing/ Administration experience with customer focused approach

Languages

- English and/or Arabic



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Additional Information
<ul style="list-style-type: none">Results oriented, Team player, works on own initiative, adaptable, willing to work under pressure, multi-tasking are required skills

Staff Member Name:	
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Recommended by: HR Department	Approved by: Chief Operating Officer	Accepted by:
Date:	Date:	Date: