

JOB DESCRIPTION

CERTIFICATION OFFICER

Position Title: Certification Officer

Location: Delhi

Employment Type: Full-Time, In-Office

Salary: INR 25,000 per Month (INR 3 Lakh per Annum)

About the Company:

Quality Asia Certifications is a NABCB Accredited ISO Certification Body committed to delivering ethical certification services with complete audit and compliance integrity.

Job Overview:

We are seeking an experienced Certification Officer to join our team. The ideal candidate will have a solid background in management systems certification and will be responsible for overseeing the certification process, managing client applications, quotations, project openings, and auditor relations.

Key Responsibilities:

- **Client Application Review & Quotation:**
 - Review client applications and generate quotations.
 - Ensure accurate documentation and client agreements.
- **Project Management:**
 - Open and manage certification projects.
 - Assign audit teams and manage audit schedules.
- **Auditor Management:**
 - Maintain relationships with auditors.
 - Oversee auditor performance and billing.
- **Accreditation Compliance:**
 - Maintain accreditation documentation.

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- Prepare for and participate in accreditation audits.
- **Marketing Database Support:**
 - Update marketing databases.

Qualifications:

- **Education:** MBA (Operations)
- **Experience:** 0-5 years in a similar role within a management systems certification body.
- **Skills:**
 - Proficiency in ERP systems.
 - Strong organizational and communication skills.
 - Ability to manage multiple projects and meet deadlines.

Benefits:

- Competitive salary based on experience.
- Professional development opportunities.
- Collaborative work environment.

Application Procedure:

Fill Pre-Interview Google Form at <https://forms.gle/YxASrZGiHJPrf9fJA>