



Ace Computers

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Des Plaines, IL 60018

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ISO Coordinator

Location: Des Plaines

Employment: Part-time or Full-time

About Us: Ace Computers is a leading provider of innovative computing solutions, committed to delivering high-quality products and services to our customers. We are dedicated to maintaining the highest standards of quality and compliance in all our operations.

Job Summary: The ISO Coordinator will be responsible for managing and maintaining the company's ISO certification processes. This role involves ensuring compliance with ISO standards, coordinating internal and external audits, and promoting a culture of continuous improvement within the organization.

Key Responsibilities:

- Develop, implement, and maintain ISO management systems in accordance with ISO 9001, ISO 14001, and other relevant standards.
- Coordinate and conduct internal audits to ensure compliance with ISO standards.
- Prepare for and facilitate external audits by certification bodies.
- Identify areas for improvement and work with various departments to implement corrective actions.
- Maintain documentation and records related to ISO certification.
- Provide training and support to staff on ISO standards and procedures.
- Monitor and report on the performance of the ISO management systems.
- Stay updated on changes to ISO standards and ensure the company remains compliant.

Qualifications:

- Bachelor's degree in Quality Management, Business Administration, or a related field.
- Minimum of 3 years of experience in ISO coordination or quality management.
- In-depth knowledge of ISO 9001, ISO 14001, and other relevant standards.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Attention to detail and a commitment to quality.

- Ability to work independently and as part of a team.

Benefits:

- 401(k) and 401(k) matching.
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Health Insurance
- Life Insurance
- Employee Discount
- Flexible scheduled
- Paid time off.

Send applications to careers@acecomputers.com

Pay starting at \$55,000