

ISO Senior Executive

Puchong, Selangor

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| Department | Reports To | Full Time / Part Time |
| ISO & HSE | Executive Director | Full Time |

Why this Role matters

The **ISO Officer** plays a key role in developing, implementing, and maintaining the organisation's ISO management systems (e.g., ISO 9001, ISO 14001, ISO 45001) to meet both statutory requirements and customer expectations. This position involves preparing and updating documentation, conducting internal audits, coordinating external certification audits, and ensuring continuous compliance with relevant standards and regulations. The role requires close collaboration with operational, engineering, and quality teams to drive process improvements and uphold best practices.

Strong attention to detail, knowledge of ISO standards, and effective communication skills are essential to ensure that the organisation consistently meets quality, safety, and environmental objectives.

Where You'll Make an Impact - Key Responsibilities

- **ISO Management System Development & Maintenance**
Develop, implement, and maintain ISO management systems (e.g., ISO 9001, ISO 14001, ISO 45001) to ensure compliance with statutory, regulatory, and customer requirements.
- **Internal Audit Planning & Execution**
Prepare annual internal audit schedules, conduct audits across departments, and document findings in line with ISO requirements and company procedures.
- **Corrective & Preventive Action (CAPA) Management**
Track, coordinate, and verify corrective and preventive actions arising from internal and external audit findings to ensure timely closure and continual improvement.
- **External Audit Coordination**
Liaise with certification bodies, arrange audit logistics, prepare relevant documentation, and facilitate auditor access to necessary records and personnel.

- **Training & Awareness**
Organise and deliver ISO-related training sessions for staff to improve awareness and compliance with management system requirements.
- **Document Control & Record Management**
Maintain up-to-date ISO documentation, standard operating procedures (SOPs), and records in accordance with document control procedures.
- **Regulatory & Standards Compliance**
Monitor changes in relevant laws, regulations, and ISO standards; update procedures and communicate changes to affected departments.
- **Continuous Improvement Initiatives**
Collaborate with operational teams to identify process inefficiencies, recommend improvements, and implement best practices in quality, safety, and environmental management.

Are You the One? Here's What We're Looking For

- Diploma/Degree in Quality Management, Engineering, or related field.
- Minimum 2–3 years' experience in ISO compliance, preferably in manufacturing or engineering industries.
- Familiarity with ISO 9001, ISO 14001, ISO 45001 standards.
- Strong analytical, documentation, and reporting skills.
- Good communication skills in English and Bahasa Malaysia.
- Detail-oriented, organised, and able to work independently.

Why Us?

At **SRS Power Engineering Sdn Bhd**, we believe that great careers are built where innovation meets dedication. Since our founding in 2002, we have established ourselves as one of Malaysia's leading specialists in medium and low voltage switchgear solutions, delivering safe, reliable, and smart power distribution systems. Guided by our vision to be at the forefront of switchgear technology, we are committed to providing exceptional value through innovation, quality, and service excellence.

Joining our organization means becoming part of a professional and collaborative environment where individual contributions are valued and play a vital role in our

collective achievements. If you are ready to contribute your skills to a company shaping the future of power distribution, we invite you to explore your career with us and help us power tomorrow.

We offer a competitive salary, a comprehensive benefits package, and the opportunity to work alongside a dedicated and experienced team. If you have a background in switchgear and related fields, we'd love to hear from you!