

# Job Description

ISO Auditor / Consultant



## Ireland's leading ISO consultants

We help organisations achieve  
and maintain their ISO Certifications.

Unit 1A Hume Centre,  
Hume Avenue, Park West,  
Dublin, D12 C8C7

+353 (0) 1 602 4121  
hello@cgbc.ie  
cgbusinessconsulting.com



**Job Title:** ISO Auditor / Consultant

**Job Type:** Permanent

**Start Date:** ASAP but can wait for the right person

**Schedule:** Mon – Fri, 9:00 AM to 5:30 PM

**Working Style:** Hybrid of office, remote, and client site

**Salary:** €40,000 – €55,000 Gross per annum

### Company Overview:

Established in 2009, CGBC is Ireland's leading ISO business management system and training consultancy, specialising in quality, energy, environmental, health and safety and information security management systems. For more information, visit [www.cgbusinessconsulting.ie](http://www.cgbusinessconsulting.ie).

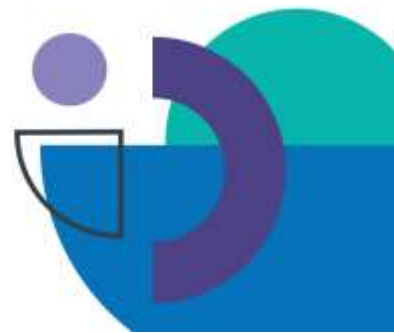
### Job Description:

The ISO Auditor / Consultant will be responsible for providing expert consultancy services to clients across various industries. The role involves both remote and on-site work throughout Ireland and occasionally overseas. The primary focus will be on auditing, developing, implementing, and maintaining ISO management systems, in either one or more of the following ISO 9001, ISO 14001, and ISO 45001.

### Duties & Responsibilities:

- Conduct ISO internal audits and ensure compliance with the relevant standards.
- Develop and implement ISO management systems according to standard clauses and requirements.
- Engage fully with clients to understand their needs and provide tailored ISO implementation solutions.
- Manage projects through the in-house project management system, ensuring timely updates and successful project completion.
- Build and maintain strong client relationships, leading to repeat business and ongoing satisfaction.
- Collaborate with other CGBC ISO Consultants and the wider CGBC team.
- Provide training to clients on ISO standards and requirements.
- Prepare and deliver detailed audit reports, documenting non-conformities, risks, and areas for improvement.
- Stay up to date with the latest developments in ISO standards and related regulatory requirements.

### Skills & Qualifications:



- One or more ISO Internal Audit certificates; multiple certifications are an advantage.
- Experience in auditing and implementing ISO 9001, ISO 14001, and ISO 45001.
- Strong understanding of ISO management systems and their application across various industries.
- Excellent communication and interpersonal skills, with the ability to effectively liaise with clients at all levels.
- Strong project management skills, with a proven track record of delivering projects on time and within scope.
- Ability to produce high-quality documentation, including audit reports and standard operating procedures.
- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint.

**Preferred Qualifications:**

- Internal Auditor certificate in one or more ISO Standards would be preferred
- Bachelor's degree or equivalent qualification in a related field (e.g., Quality Management, Environmental Science, Occupational Health & Safety).
- Experience in conducting training sessions or workshops is preference.
- Previous consulting experience in preferred

**What We Offer:**

- Competitive salary depending on experience
- Competitive pension package
- Private health care
- Full in-house training is provided
- Opportunities for professional growth and development.
- A supportive and collaborative work environment.
- Access to the latest tools and technologies.

**To apply please email your CV to [laura@CGBC.ie](mailto:laura@CGBC.ie)**

