



We are Hiring: ISO Coordinator

Position Overview:

JDC Building Works is seeking a detail-oriented and proactive **ISO Coordinator** to oversee the implementation, maintenance, and continual improvement of our ISO management systems. The successful candidate will ensure compliance with ISO standards, support certification processes, and drive quality, safety, and environmental excellence across all operations.

Key Responsibilities:

- **ISO System Management**
 - Develop, implement, and maintain ISO 9001 (Quality), ISO 14001 (Environmental), and ISO 45001 (Health & Safety) management systems.
 - Ensure documentation, policies, and procedures are up to date and aligned with ISO requirements.
- **Auditing & Compliance**
 - Plan and conduct internal audits to monitor compliance and identify areas for improvement.
 - Coordinate external certification audits and act as the primary liaison with auditors.
- **Training & Awareness**
 - Deliver ISO awareness sessions and training to staff at all levels.
 - Promote a culture of continuous improvement and compliance throughout the organization.

- **Reporting & Analysis**
 - Prepare reports on audit findings, corrective actions, and system performance.
 - Track KPIs and provide management with insights to support decision-making.
- **Continuous Improvement**
 - Identify opportunities to streamline processes and enhance efficiency.
 - Support project teams in embedding ISO standards into daily operations.
- **Candidate Profile**
 - Strong knowledge of ISO 9001, ISO 14001, and ISO 45001 standards.
 - Experience in construction or building works industry preferred.
 - Excellent organisational and communication skills.
 - Ability to conduct internal audits and manage certification processes.
 - Proactive problem-solver with attention to detail.
- **Qualifications & Experience**
 - Degree
 - Minimum 3 years' experience in ISO coordination or quality management role.
- **What We Offer**
 - ◆ Competitive salary and benefits package.
 - ◆ Opportunity to shape and strengthen JDC Building Works' ISO systems.
 - ◆ A collaborative work environment committed to safety, quality, and sustainability.

 **Send CV through to: careers@jdcbuildingworks.com**