

## **Job Description – Internal Auditor (ISO 9001 & ISO 27001)**

**Employer:** Quality Solutions Limited (QSL) – Jamaica

**Position:** Internal Auditor – ISO Standards

**Employment Type:** Full-time

**Location:** Kingston, Jamaica (with regional & international assignments, remote/hybrid options) – Negotiable for Work From Home

### **About QSL**

Quality Solutions Limited (QSL) is a registered Jamaican consultancy committed to helping organizations achieve operational excellence and global competitiveness. We are expanding our services to include Internal Auditing for ISO 9001 (Quality Management Systems) and ISO 27001 (Information Security Management Systems) across Jamaica, the Caribbean, and internationally.

### **Role Overview**

As an Internal Auditor (ISO Standards), you will be responsible for conducting independent internal audits, assessing compliance with ISO 9001 and ISO 27001 standards, and providing expert recommendations for continual improvement. You will work closely with clients in diverse industries to strengthen their quality and information security management systems.

### **Key Responsibilities**

- Plan, execute, and report on internal audits for ISO 9001 and ISO 27001 systems.
- Assess the effectiveness of client management systems and identify risks, gaps, and opportunities for improvement.
- Prepare detailed audit reports with findings, non-conformities, and corrective action recommendations.
- Assist clients in developing corrective action plans and follow-up audits.
- Provide advisory support and training to client teams on ISO requirements and best practices.
- Stay updated on changes in ISO standards, auditing methodologies, and regulatory requirements.
- Ensure confidentiality, integrity, and objectivity in all audit activities.

### **Qualifications & Experience**

- Bachelor's degree in Business Administration, Quality Management, Information Security, or related field.
- ISO 9001 and/or ISO 27001 Lead Auditor certification (required).

- At least 3 years of auditing or consultancy experience (preferably across multiple industries).
- Strong knowledge of management systems, risk assessment, and process improvement.
- Excellent report writing, communication, and presentation skills.
- Ability to work independently, manage multiple clients, and travel when required.

### **Key Skills**

- Strong analytical and problem-solving abilities
- High attention to detail and organizational skills
- Professionalism, integrity, and discretion
- Client-focused, with the ability to build strong relationships
- Competence in using audit tools and digital reporting platforms

### **What We Offer**

- Competitive salary with performance-based incentives
- Opportunities for regional and international exposure
- Professional development and continuous learning
- Collaborative and innovative work environment
- The chance to be part of a growing consultancy shaping Caribbean businesses for global success

### **How to Apply**

Interested candidates should send their resume and cover letter to:

 gladstone28@hotmail.com

Deadline: 01 January 2026