



Revision Date: 15/01/2024

Resident Director
cum Document Controller
Report To: Managing Director

Issue/Version : 5.0
Job ID : JD 03/PH
Category : Full Time Staff

1. Job Purpose

Ensuring the principle of management commitment and responsibility is adhered to in BQAS.

2. Specific Functions

- a. Sits in the Audit & Certification Committee to participate in discussions.
- b. Provides informed inputs at the Audit & Certification Committee deliberations in ascertaining the certification status of clients being audited.
- c. Assist the Managing Director in ensuring that BQAS is complying with the relevant Mandatory Documents of the International Accreditation Forum (IAF) and bulletins from DSM and other authorities.
- d. Update the BQAS Website to meet the information requirements required by clause 8 of ISO/IEC 17021-1:2015.
- e. Assist the Managing Director in monitoring compliance of BQAS code of ethics
- f. Assist the Managing Director to supervise conduct of Internal Audit periodically.
- g. Assist the Managing Director to conduct the Management Review to ensure BQAS worthiness as ACB.
- h. Assist the Managing Director to supervise to ensure continual improvement plan is in place.
- i. Assist the Managing Director of the implementation of the policies, process and procedures.
- j. Joint-signatory to BQAS Bank Account(s)

3. Qualifications, Skills, Knowledge, Experience

Educational Qualification

- Degree or Tertiary Qualification education in relevant field of study or equivalent.

BQAS Certification (M) Sdn Bhd (1179994-x)

Relevant Experience

- More than 3 years of experience in audit, certification and assessment activities.
- Basic knowledge and understanding of palm oil business and industry
- Excellent planning, organizational and leadership skills.
- Understanding of a multi-faceted business operation.
- Strong financial acumen
- Ability to lead and motivate
- Computer literate-Microsoft Words, Microsoft Excel and Microsoft Point.
- Excellent communication, negotiation and presentation skills.
- Excellent command of English and Bahasa Malaysia, written and spoken.
- Top management experience in dealing and working with government authorities with good knowledge & understanding of government operatives.

4. Key Challenges

- Ability to lead & manage a certification body.
- Ability to know and understand relevant laws and regulation related to the industry that the company engaged in.
- Ability to lead a team of professionals with diverse background and expertise.

5. Working Relationships (internal & external)

- Liaise with internal staff and auditors.
- To assist the Managing Director to liaise with clients, industry partners and players, relevant government agencies (such as DSM, MPOCC, MPOB, LHDN) and private entities both local and global.