

# Test coordinator



CERTIFER is an international railway inspection, testing and certification company founded in 1997, expert in the mobility sector.

Our group, headquartered in Valenciennes (France), is present in 18 countries with subsidiaries in Algeria, Australia, Belgium, Brazil, France, Italy, Spain, Germany, Austria, the Netherlands, Norway, Sweden, Denmark, China and Turkey and branches in the United Arab Emirates and Vietnam.

Specialized in the mobility & railway industry, we provide our testing, inspection, and certification services to vehicle and component manufacturers, rail operators, infrastructure managers.

The CERTIFER group acts as a Designated Body (DeBo) in different countries, as a Notified Body (NoBo) at European level and is also recognized as an Independent Safety Assessment Body.

In order to reinforce the testing department in Brussels, CERTIFER is looking for a stress-resistant Test Coordinator.

## Role and responsibilities

### Role:

Are you a detail-oriented professional who thrives under pressure and excels in maintaining harmony in a complex work environment? We are seeking a Test Coordinator to join our dynamic organization. This role demands a proactive, organized individual with exceptional communication skills and a calm, diplomatic approach to managing challenges.

### Key activities and responsibilities:

- ✓ Plan, develop, maintain, schedule and oversee test activities performed on the railway's networks for certification and authorization purposes.
- ✓ Coordinate testing activities across CERTIFER teams, departments and subsidiaries to ensure smooth execution, in close contact with all our Project Managers.
- ✓ Interacts with our customers, infrastructure managers, railway operators and other stakeholders, in Belgium and other European countries.
- ✓ Facilitate clear and effective communication among all parties involved in the testing process.
- ✓ Collaborate with stakeholders to resolve conflicts and align priorities effectively.
- ✓ Identify and manage risks, escalating issues when necessary to ensure deadlines are met.
- ✓ Provide risk assessments, testing documents and insights on testing progress, results, and improvements.
- ✓ Reports to the Project Managers and hierarchically to the Head of the Testing Department.
- ✓ Apply the procedures as defined in the quality management system and the safety management system of the company and the CERTIFER Group and is acquainted with their procedures, forms and instructions.

### We are looking for a collaborator with:

- ✓ Affinity for Railways: Interest in and understanding of the railway sector, including relevant technologies and rolling stock.
- ✓ Stress Management: Ability to remain calm and perform effectively in high-pressure situations.
- ✓ Communication Excellence: Clear, concise, and confident in both verbal and written communication.
- ✓ Organizational Skills: Excellent multitasking and time-management capabilities.
- ✓ Diplomacy: Strong interpersonal skills to mediate conflicts and foster cooperation.
- ✓ Communication Excellence: Clear, and confident in both verbal and written communication.
- ✓ Impartial and no discriminatory behaviour.
- ✓ Team Player.

- ✓ Customers oriented.
  - ✓ Able to communicate (oral & written) and work in several languages (Dutch, French, English). Other languages are an asset.
- An interest or knowledge of a safety management system is definitely a bonus.

### **What we offer**

- ✓ An open-ended contract in an international growing company,
- ✓ A competitive salary,
- ✓ An extra-legal benefits package including mobile phone and internet subscriptions, laptop, meal vouchers, pension scheme & hospitalisation (with possible family affiliation), Eco cheques, company bonus linked to results,
- ✓ A Company car or mobility budget, and public transportation,
- ✓ A positive & stable working atmosphere, wellbeing, and work life balance,
- ✓ An ambitious diversity, equality, and inclusion approach,
- ✓ A flexible working hours and home working policy,
- ✓ 30 days of vacation per year,
- ✓ Offices located next to Brussels central station (easy access), in the great area of the Grand Sablon.

Interested? Apply Now and help us ensure success in every test we tackle. Submit your application by email to: [info.belgium@certifer.eu](mailto:info.belgium@certifer.eu)

CERTIFER BELGORAIL SA - Mr. Philippe GILLET, Managing Director