



Shaping a World of Trust

*Our Mission & Ambition are **Shaping a World of Trust**. A business to business to Society Company, contributing to transforming the world we live in. Guaranteeing quality, ensuring Health and Safety, mitigating risks and improving performance as well as environmental protection and social responsibility ... This is what Bureau Veritas is about, truly believing that it contributes to bettering society.*

*Our Absolutes are **Ethics, Safety and Financial control**; and our Core Values are **Trusted, Responsible, Ambitious & Humble, Open & Inclusive**. We strongly believe that you are here more than just working, being part of the BV family, it's being convinced that you will "**Leave your mark... in Shaping a World of Trust**".*

---

**Job Description** : **FSC-PEFC Auditor/ Lead Auditor**

**Reporting** : **CER Operation Manager**

## **Role**

- To control and perform on site audit activities, including any planning and review, and control other members of audit teams
- To lead Bureau Veritas Certification Audits and to take those decisions as necessary during Audits and to recommend to the Technical Manager initial certification.

## **Tasks – Activities – Responsibilities**

- To perform audit in any capacity in conformance with the requirements of the specified Quality/ Environmental/
- Health and Safety/ IT services, Information Security/ Supply chain security/ Energy/ Medical Devices Managements.
- To assimilate, understand and operate the BV Certification Quality Management System in all activities relevant to the post.
- To control the overall performance of audit activities, including any planning, review and the control of the other members of the audit team.
- Authority over whatever decisions are necessary during the audits and to recommend the presentation or otherwise of a certificate of approval.
- To decide upon evidence gained during Audits whether or not certification should be granted or allowed to continue.
- To represent BV Certification, where necessary, to potential clients and to negotiate in conjunction with other responsible personnel, appropriate contracts.
- To have main responsibility for client contact during audit and for the success of the contract delivery.
- To refer business and actively participate in identify opportunities for cross-selling Bureau Veritas services, as needed.
- To assist in the training of other Auditors and Lead Auditors, either during planned Audits or during other training functions.
- To maintain all current Memberships and Registrations applicable to the post.
- To maintain continuous professional development
- To undertake any other activities as directed by the Certification Manager and/or the Central District System Certification Services Business Line



## Candidate Profile

- Technical sectors university degree; Medical is most preferred for ISO13485 and IT is most preferred for ISO20000, ISO27001
- 5 years of working experience with at least 3 year experience in QA, QC, Technical, Production or Management system related.
- Has successfully completed a registered or IRCA approved Lead auditor course based on reference standard: ISO9001; ISO 14001; OHSAS 18001/ ISO 45001; ISO 20000; ISO 27001; ISO 28001; ISO 50001, ISO13485, etc.
- Has successfully completed qualified as Auditor/ Lead auditor under an accredited Certification Bodies is big advantage.
- Experience of participated to 2nd Parties/ 3rd Parties audit will be a plus.
- Good communication and presentation skills, team work spirit.
- Good command of English, both oral and written.
- Willing to travel frequently.

## Technical and professional skills

- Fluent in reading, writing & speaking English
- Good command in office software (Outlook, Word, Excel, PowerPoint, ...)
- Can work independently under pressure
- Can arrange to travel for inspection jobs

## Professional behaviors

- Understanding company's business activities.
- Be open-minded and matured
- Posses sound judgement, analytical skills and tenacity
- Has the ability to perceive situations in a realistic way
- To understand complex operations from a broad perspective
- To understand the role of individual units within the overall organization

Employee

N+1

\_\_\_\_\_  
Name: .....

Date: .....

\_\_\_\_\_  
Name: .....

Date: .....