*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 : **Surveyor (Hai Phong)**

Reporting : **CTD Branch Manager**

Role

To perform independent inspection of M&M, agriculture, oil and petrochemicals products. Perform quantity analysis and sampling of cargoes in line with international standards and/or in-house procedures. Conduct training of new trainees within the department as assigned by management. Ensure that all regulations are followed at all times.

Tasks – Activities – Responsibilities

- Conduct daily updates on progress of inspections to the manager.
- To follow instruction provided by the Operation Manager/ M& M Manager (OM & M) with respect to the job. To review the job file prior to inspection ensuring all instructions are in order. Any doubts should be clarified and resolved with the respective OM & M before proceeding with the job.
- Check with port operations, agents and terminals for arrival and berthing status of vessels, ships, consignment.
- To be present in the location on time or at least 30 minutes before start of job. Prepare all necessary tools, instruments and documentation needed to perform inspection.
- Supervise loading, unloading and transhipment of products. Carry out proper reference sampling of various cargoes.
- Inspect all job orders in his competent as required by OM & M
- Initiate necessary action to prevent possible contamination during loading or unloading.
- Reconcile any variance after loading or discharging.
- Record all timings and occurrences during loading or discharging and issue Inspection Field Report to Chief Officer or Terminal.
- Update OM & M on the daily activities in the terminal including special circumstances and problems encountered during inspection.
- Highlight to terminal and vessel personnel on any possible discrepancies and contamination during loading and discharging. Suggest implementation of preventive measures.

- Create field report legibly and check/ organize them before handing over to OM&M.
- Provide guidance to trainee or fresh inspectors when on the job.
- Obey DMS, SOPs, regulations to continue compliance with ISO 9001,, ISO 14001, ISO 18001, ISO 17020. ISO 17025 accreditation standards.
- Ensure all work done is in accordance with Inspectorate Fair Trade Policy.
- Maintain equipment used. Ensure only calibrated equipment are used for inspection. Bring back equipment to office 10 days before due for calibration.
- To perform any other task as assigned by Operations Manager or Division Manager.
- Conduct Inspection service as required.
- Obey BV's procedures and regulation.
- Inform to Manager when occurring any irregular jobs.

Candidate Profile

- Degree in and above college diploma relating to inspection field and at least 3 years working experiences in inspection field.
- Any professional certificate of inspection field if any enquiry from Law.

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.
- Sensitive to company policies and results driven
- Exhibits good credibility
- Entrepreneur/self-starter with good ethical reputation
- Autonomous, team work and team builder. Dynamic, enthusiastic, adaptable, persistent.

Employee	N+1
_____	_____
Name: ……..	Name: ……..
Date: ……	Date: ……