

# LEAVE YOUR MARK

WITH BUREAU VERITAS VIETNAM

## Job Description: Auditor Reporting : Operation Manager

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### TASKS – ACTIVITIES – RESPONSIBILITIES

- To perform audit in any capacity in conformance with the requirements of the specified industry
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- 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 undertake any other activities as directed by the Certification Manager and/or the Central District System Certification Services Business Line

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### CANDIDATE PROFILE

- Bachelor's degree with technical background
- Experience of participated to 2nd Parties/ 3rd Parties audit as Internal Auditor or External Auditor
- Has successfully completed a registered or IRCA approved Auditor/ Lead auditor course based on reference standard: ISO9001; ISO 14001; ISO 45001
- Has successfully completed qualified as Auditor/ Lead auditor under an accredited Certification Bodies is big advantage..

### TECHNICAL AND PROFESSIONAL SKILLS

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



**BUREAU  
VERITAS**