LEAVE YOUR MARK

WITH BUREAU VERITAS VIETNAM

Job Description: Food Technical Leader
Reporting : Technical Manager

TASKS – ACTIVITIES – RESPONSIBILITIES

- To ensure the Bureau Veritas Certification Quality Management System (BMS) is complied with for all certification activities.
- To liaise with the Technical Manager regarding any proposed changes to the Bureau Veritas Certification Management System on its design and implementation.
- To maintain updated the records and database (Global Auditor Database) with the qualification & experience of Auditors, Lead Auditors and Specialists within their area who are allocated to deliver BVC contracts, and to ensure that only personnel approved through the Global Auditor Database system are employed upon such activities.
- To ensure appropriate training of all personnel within their area and in accordance with the BMS.
- To undertake internal compliance audits of the BMS and certification activity within their area in accordance with the formal internal audit schedule.
- To report to CER matters relating to the suspension, withdrawal and cancellation of certificates.
- To play a role as technical reviewers for different product schemes based on maturity, experience and competence.
- To be responsible of cascading all information updated related to technical for all products schemes to relevant Product Managers
- To be responsible for trainings and coaching auditors to obtain new rules of accreditation and improvement of report quality

CANDIDATE PROFILE

- Bachelor's degree in Food major or relating to inspection field
- Have at least 3 years working experiences as Technical Review or QA/QC
- Experience as Auditor or Freelancer Auditor is a big advantage
- Any professional certificate of inspection field if any enquiry from Law is referred

TECHNICAL AND PROFESSIONAL SKILLS

- Good 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

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