



LEAVE YOUR MARK

WITH BUREAU VERITAS VIETNAM

Job Title : Technical Officer

Reporting : Technical Manager

Department: CER

TASKS – ACTIVITIES – RESPONSIBILITIES

- Manage the process of qualification for all food & non-food standards in BVC Vietnam, kept profile qualification for auditors (include screen CV & certificate is suitable of each standard before submitting suggestions to Technical Manager/oversea ICC). Work closely with the auditor, scheduler, and ICC for the qualification process until getting final approval.
- Update and control auditors' database on Siebel (BVC qualification system)
- Manage the process for training internal and external to maintain competence for auditor or initial qualification (full process from the register –visa apply, hotel & ticket booking – payment – save certificate to qualification).
- Monitoring and maintaining auditor competence for all schemes: Planning witness monitoring to maintain competence for all auditors in BVC based on the rule for each standard
- Ensure the CER staffs competence file is updated and matches with requirements
- Assist TM in reviewing reports in compliance with CER-MS and procedures, Accreditation bodies' requirements
- Assist TM/leader in legal matters and documentation

CANDIDATE PROFILE

- Graduated from University.
- 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 inspection jobs.

TECHNICAL AND PROFESSIONAL SKILLS

- 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.

