

LEAVE YOUR MARK

WITH BUREAU VERITAS VIETNAM

Job Description: Auditor/Lead Auditor

Reporting : Operation Manager

Location : HCMC

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;
- Be able to effectively plan, prepare and carry out an internal audit as per ISO 13485:2016
- Be able to evaluate the significance of audit findings, develop and implement corrective action programs
- 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 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.
- 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;
- Experience of participated to 2nd Parties/ 3rd Parties audit will be a plus.
- Willing to travel frequently.

TECHNICAL AND PROFESSIONAL SKILLS

- Good in reading, writing & speaking English
- Expertise in using Microsoft Office including Word, Excel, Outlook and Web skills;
- Proven ability to work in a cross-functional and global environment;
- Can work independently under pressure
- Effective problem identification and solution skills;
- Can arrange to travel for inspection jobs



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