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WITH BUREAU VERITAS VIETNAM

Job Description: SA 8000 Auditor
Reporting : Operation Manager
Location : HCMC

TASKS – ACTIVITIES – RESPONSIBILITIES

- Plan, schedule and perform third-party compliance audits as per the requests receive from the customer/ regional offices.
- Execute social audits and verifications (BSCI, WRAP, SLCP, SMETA, ICS, CoC..etc) and C-TPAT audits (SCAN, SCS..etc) by following all requirements indicated in the client-specific procedures, auditor training, and management directives in various sectors (chemicals, farms, seafood, heavy industry...)
- Understand clear and specific instruction received from clients/ foreign branches and carry out them accordingly.
- Prioritize, plan and organize work efficiently to deliver first-rate audit services and end products such as audit recaps, reports, and other client-specific reporting tools.
- Preparation and review of audit reports timely and accurate reporting to the coordinating office/ respective clients.
- Perform audit activities, including any planning, review, and control of the other members of the audit team.
- Function as a member of cross-departmental teams and projects as requested.
- Monthly updating database of new local laws and regulations, client requirements.

CANDIDATE PROFILE

- Bachelor's degree or higher in Engineering, Quality, or related technical, manufacturing or industrial management systems or related field. If no Degree than require equivalent in terms of education, training and experience.
- At least 4 years of full-time practical work experience preferably in Human Resources, Environmental Health & Safety, Manufacturing, Science, or Engineering discipline.
- At least 1 qualification of following audit schemes: BSCI, ICS, EICC and PSCI;
- At least 3 years experience working in 2nd or 3rd party audit CSR related;
- Knowledge of auditor practices and SA 8000 Standard including how to apply the proper interpretation of the Standards in actual internal audit situations is required.
- Willing to travel frequently and work under pressure.

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;
- Good communication and coordination ability and work motivation;
- Effective problem identification and solution skills;
- Can arrange to travel for inspection jobs



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