

# LEAVE YOUR MARK

WITH BUREAU VERITAS VIETNAM

**Job Description: FSC-PEFC Auditor/ Lead Auditor**  
**Reporting : Operation Manager**  
**Location : HN/HCMC**

## TASKS – ACTIVITIES – RESPONSIBILITIES

Refer to BMS, Management System and the following:

- To perform audit in any capacity in conformance with the requirements of the FSC and Wood scheme;
- 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 maintain all current Memberships and Registrations applicable to the post;
- To undertake any other activities as directed by the Certification Manager and N+1.

## CANDIDATE PROFILE

- Bachelor's degree or higher in a relevant discipline (e.g. ecology, forestry, sociology, economics, anthropology);
- At least 3 years of professional experience (e.g. forest management, consultancy, research) in a relevant discipline (e.g. ecology, forestry, sociology, economics, anthropology);
- Successful completion (with certificate) of an IRCA1 registered "ISO management standard auditor course" or an ISO 19011 course on auditing techniques as described in FSC-PRO-20-004 (e.g. ISO9001; ISO14001);
- Successful completion (with certificate) of FSC-COC/CW and/ or FSC-FM training course provided by ASI's authorize training organization;
- Qualified as FSC-COC Auditor/ Lead Auditor by ASI accredited CABs is big advantage.

## 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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