

# LEAVE YOUR MARK

WITH BUREAU VERITAS VIETNAM

**Job Description: Social Auditor**  
**Reporting : Operation Manager**  
**Location : HCMC**

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## TASKS – ACTIVITIES – RESPONSIBILITIES

- Possessing Social Accountability or Labor or equivalent Lead Auditor Course or related standards for the position.
- Perform CSR audit schemes.
- Follow and ensure timely completion of audit reports/surveillance.
- Develop and review audit methodologies for accreditation compliance
- Interact and provide collaboration within CSR departments or other departments at both local & regional levels to ensure the day-to-day audit execution going in a smooth manner.
- Other audit-related works assigned by reporting officer.

## CANDIDATE PROFILE & PROFESSIONAL SKILLS

- Education: Bachelor's degree or higher in Human resources or safety or environment or any related field.
- Experience: Four years of full-time practical work experience preferably in Human Resources, Environmental Health & Safety, Manufacturing, Science, or Engineering discipline.
- At least 2 years of auditing experience preferred.
- Able to prioritize client requests, plan, and adjust to different client audit requirements.
- Able to adapt communications to the situation.
- Strong planning, organizational, and time management skills.
- Self-discipline, ability to work independently and coordinate several activities simultaneously
- Able to interact with all levels of management, suppliers, and clients
- Good at observing, analyzing, and reporting.
- Good command of spoken and written English with computer literacy.

