



PRODUCTION ADMIN OFFICER

DEPARTMENT: Production

REPORTS TO: Head of Operation

BASE: No. 7, Street 4, VSIP 1, BINH DUONG (transferred by shuttle buses)

MAIN RESPONSIBILITIES

1. Be responsible for secretarial and administrative work assigned by the Head of Operations (typing, filing, making power point, etc.)
2. Receive documents to be signed by the Head of Operations
3. Synthesize weekly, monthly reports from departments under Operations
4. Make reports of production activities
5. Prepare documents and keep records for meetings and training courses
6. Other tasks assigned by the Head of Operations
7. Coordinating Training and other meeting
8. Do some initiatives on cost saving in materials like stationary and many more
9. Look after the 5S and do regular Audits, Do GMP

REQUIREMENT

1. Graduated from colleges or university in relating major
2. Fluently communicate in English
3. Good communication and presentation skill
4. Active, careful and responsible
5. Service-oriented