



COMIN ASIA PTE. LTD has been established in Singapore since 1991 with French Capital. Present in Vietnam since 1992 operating thru its two representative offices in Hanoi and Hochiminh City, COMIN ASIA enjoys and expertise recognized in both local and regional infrastructure markets. The Comin Asia Group is active in Mekong sub-region: Vietnam, Cambodia, Laos, Thailand and Myanmar.

COMIN ASIA's business fields include:

- Power projects: power utilities (national, regional, local), power plants, dispatching centers..
- Power projects: Testing centre, power construction & transmission companies, power utilities, power plants...
- Industrial products: Cement plants, coal mine, paper plants, water utilities...

COMIN VIETNAM LTD, a Comin Asia owned Vietnamese registered Company, has been established since 1998 with its head office in Hanoi and two branches in Hochiminh City and Danang.

COMIN VIETNAM's engineering activities covers:

- Mechanical & electrical contracting: Industrial & tertiary sectors, pharmaceutical plants, garment factories, breweries, airport terminals, hospitals, shopping malls, office buildings, apartments, hotels...
- Mechanical and electrical maintenance and services: hotels & resorts, serviced apartments, embassies, office building, power plants...

The activities of Comin Asia and Comin Vietnam are complementary and enable us to offer a global performance from the initial planning of a project to its implementation and commissioning.

Quality Staff

Quantity: 01

Hochiminh City, Vietnam

A. JOB DESCRIPTIONS

- Write and support to write, modify, revise, and review all necessary document, form, quality manual as requested by ISO 9001:2000 Standards, QMR.
- Translate (English –Vietnamese) documentation of Company Quality Management System if required from QMR/GD
- Control, manage the company documentation/record system following company procedure & ISO 9001:2000 standard.
- Plan and conduct the internal audit processes in the company following specific schedule from QMR (This is internal auditing by Quality Department).
- Any other duties as assigned by the QMR/GD.

HANOI OFFICE

14-16 Ham Long, Hoan Kiem Dist.
Tel: (84) 4 3943 9800
Fax: (84) 4 3943 9801

HCMC OFFICE

351/31 No Trang Long, Binh Thanh Dist.
Tel: (84) 8 5445 3001
Fax: (84) 8 5445 3002

DANANG OFFICE

34 Nguyen Huu Tho, Hai Chau Dist.
Tel: (84) 511 3616 655
Fax: (84) 511 3616 656



- Control and perform Quality Management System Plan at Hanoi Branch while QMR is on business

B. REQUIREMENTS

- Female, Age maximum 27
- Bachelor Degree
- 01 years of working experience in ISO system at foreign Companies.
- Good command of English, especially in Translating, reading and writing.
- Knowledge of ISO System
- Good skill on Window, WinWord, Excel, Outlook express
- Team working spirit, excellent communication skills
- Can work separately & under pressure, can do overtime

C. BENEFITS

- Competitive Salary
- Promotion chance
- Insurance under the regulations of Vietnam Labor Law, besides employees are contributed other insurances according to company's welfare programs.

Interested candidates should submit their latest resumes to hr.hn@cominasia.com before **15 Dec 2011** (first come first serve). Only shortlisted candidates will be contacted for interview.

Human Resource Department

14-16 Ham Long, Hoan Kiem Dist., Hanoi, Vietnam

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Website: www.cominasia.com

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