

Factory Auditor

工厂审查员

Location: Guangzhou

Sector: Quality System Department

Starting date: ASAP

Report to: Operations Director 运营总监

ABOUT THE COMPANY

Our client creates and manufactures full-service beauty solutions in the areas of colour cosmetics, personal care, home care, accessories and Gift, as well as made-to-measure promotional items for the airline industry. They are represented worldwide, with headquarters located in Europe, North America and Asia. Their global production facilities and manufacturing partners make it possible to offer the full spectrum of packaging solutions.

MISSIONS

To be responsible for qualify new supplier, to support quality system improvement of new supplier, to conduct on-site QMS audit, to prepare for client audits, to follow up client audit improvement in factories, and to follow up CAPA report of factory audits.

RESPONSIBILITIES

- **Audit activities**
 - Perform on-site QMS audits at new factories.
 - Perform pre-audit before client audit.
 - Perform renewal audits and follow-up audits at existing suppliers.
- **QMS documentation management**
 - Audit document& reports management.
 - QS documentation management.
 - Support QS manager to create QMS procedures.
 - Regulatory compliance documentation management.
- **CAPA system follow-up**
 - Follow up continuous improvement activities at factories.
 - Follow up audit CAPA report and improvement implementations at factories.
 - Manage and maintain audit reports, factory information and CAPA reports in SharePoint.
 - Follow up supplier EcoVadis assessment and continuous improvements.
- **Others**
 - Fulfil the other tasks assigned by line manager.

REQUIREMENTS

- **Education 教育:**

College degree or above, major in packaging engineering, quality management or related majors.

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- **Experience 经验:**

Above 3 years of experience as QA, QC or Packaging engineering in cosmetics, packaging industry or Promotional industry.

Above 3 years of experience as factory auditor.

Being familiar with clients' audit standard (Walmart, CVS, LVMH, L'Oréal, etc.) and having client audit experience are preferent.

Experience of both manufacturing and trading environment would be a plus.

- **Knowledge/Skills Required 所需知识技能:**

Be familiar with the standard of ISO9001:2015, ISO14001:2015 and SA8000:2014.

Sense of details and precision in execution.

Good communication skills, sense of dialogue, teamwork capability.

Open mind, responsibility and ethics.

Good level of oral & written English, CET-4 above.

Knowledge of QMS systems.

Organized, Dynamic, Autonomous.

Priority management skills, ability to cope with temporary high workload

Very good PC skills , especially Excel

APPLICATION

Please send your resume and your motivation letter to Ms. Laurence LIU:

sc-recruitment@ccifc.org

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