



JOB DESCRIPTION

Job Description Title: Quality Assurance Coordinator	Office: WBOC, CVRO, AMLO
Department: Quality Assurance	Grade: General Staff
Reports to: Vendor Champion	Status: Full-time
Effective Date:	

JOB SUMMARY

The Quality Assurance Coordinator is responsible for supporting the QA team regarding documentation, team tools maintain, team activity coordination, handling some small vendors for day to day execution of quality and assisting QA for urgent projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Documentation Support**-Collect and update weekly QA schedule and weekly factory production schedule, weekly tipping test or other documentation needed.
- **Team Tools Maintain**-Coordinate between admin team and QA team to make sure sufficient tools for QA team according to their working requirements.
- **Support QA**-Support the QAs when they have too many projects in short time and support to check each QC's dominator performance.
- **First Shipment Review Support**-Support QA in First Shipment Review Inspection and responsible for corrective action report inputting in system.
- **Team Activity Coordination**-Support team manager to coordinate with all team members to arrange team activity when required.
- **Handle Small Vendor**-Responsible for some small vendors' day to day quality execution.
- Other tasks assigned by direct manager.

SCOPE OF RESPONSIBILITY

The Quality Assurance Coordinator is responsible for all of the above for CVRO, WBOC or AMLO.

MINIMUM QUALIFICATIONS

1. Education

- Required
College degree or above

2. Experience

- No experience required
- 1-2 years' experience in quality assurance field is preferred

3. Skills and Abilities

- Effective English communication skills (speaking and writing)
- Good interpersonal skills
- Effective time management
- Organized and detail-oriented
- Quick learner and continuous improvement mindset
- Proficiency in Microsoft office (PowerPoint, Excel, Word)
- Problem solving skills

EQUIPMENT USED

- Computer (PC or laptop), PDA, printer, multi-line phones, copy machine, scanner, shredder
- Various hand tools (for assembly and inspection)

MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

1. Mental Effort

- Good attitude
- Patient, careful and have team work spirit
- Work is performed under strong demands in a fast-paced environment

2. Physical Requirements

- Sitting
- Use of hands to operate keyboard, phones, copy machines, and to prepare materials
- Frequently stands and walks/moves to different locations as needed
- Frequent bending and stooping.

3. Working Conditions

- Manufacturing environment
- Exposure to dirt, dust, chemicals, and loud noises

If you have what we are looking for, please do not hesitate to fill attached application form in English and send enclosed with your updated resume via email: Lduong@ashleyfurniture.com or click below link for application online:

<https://checklist.citigrouphub.com/CheckList/Hrs/AgentSelfService/index>

Company name: VPDD Citigroup Ltd. In Vietnam

Contact address: Floor 11th, Becamex Tower, 230 Binh Duong Boulevard, Phu Hoa ward, Thu Dau Mot city, Binh Duong province

Contact name: HR Dept.

Email: Lduong@ashleyfurniture.com

Phone: (0274) 2220975

Fax: (0274) 2220976

Notes:

- Receiving **CVs and application form in English** with picture attached on this.
- Just interview some CVs matching with the demand.