

# JOB DESCRIPTION – Assistant, Label and Packaging



POSITION AND RESPONSIBILITIES:			
<b>JD Ref:</b>		<b>Date:</b>	September, 2019
<b>Company:</b>	World Cat Vietnam	<b>Direct Reporting Line:</b>	Senior Manager, Labeling & Packaging
<b>Department:</b>	L&P	<b>Indirect Reporting Line:</b>	Manager Packaging Sourcing &
<b>Office Base:</b>	Vietnam	<b>Personnel Responsibility:</b>	Development
<b>Business Title:</b>	Assistant, Label and Packaging	<b>Budget Responsibility:</b>	No
<b>Job Band:</b>		<b>Travel time:</b>	

POSITION SUMMARY AND KEY TASK DESCRIPTION:		
<b>Task 1:</b>	Update L&P database for pricing and sampling	(time spent) 20%
<b>Task 2:</b>	Keep update Trackers of L&P development	20%
<b>Task 3:</b>	Coordinating with supplier for samples timeline	10%
<b>Task 4:</b>	Handling requests regarding carton dimensions	10%
<b>Task 5:</b>	Managing L&P shipment with Herzo and other site: AWB making, packing shipment, email confirmation, record.	10%
<b>Task 6:</b>	Handling sample L&P requests from HQ: register new development on tracker	8%
<b>Task 7:</b>	Communicate with factory for box distribution, record box distribution.	8%
<b>Task 8:</b>	Review sample submit from T2 before Manager final check to proceed next steps	5%
<b>Task 9:</b>	Recording samples in library: taking picture, label to storage....	3%
<b>Task 10:</b>	Follow up the courier received from other site (Like the case Jig courier..), IP letter, LOA document follow up	3%
<b>Task 11:</b>	Window contact for question from T1 regarding to L&P (directly trouble shooting or forwarding to incharge person), other task assigned by managers.	3%

KPIs:	
1. No overlook development project	<b>KPI %</b> 95% (count per number of project)
2. Keep Development Tracker up to date within 2 days	95% (count per number of project)
3. Keep communicate and follow with T2 for ontime sample delivery	95% (count per number of project)

BACKGROUND AND PROFILE:			
<b>Education:</b>	University – can work full time from Monday to Friday, 8am to 5pm	<b>IT Skills:</b>	Good Microsoft Office, ERP
<b>Professional:</b>	Printing, Packaging, Business Administration, Industrial system engineering,	<b>Language Skills:</b>	English Effectively

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### CORE COMPETENCIES AND SKILLS:

**Competencies:** Proactive, positive, detail oriented, fast learning

**Functional Skills:** Familiar with printing product, good in excel data treatment. Confident in negotiation.

### WORK RELATIONSHIPS:

**Internal:** Costing, Developers, Engineering, Herzo and Hongkong Labelling and Packaging team,

**External:** T1 costing, T1 developers, T2 of Packaging

### BENEFITS & HOW TO APPLY?

- Starting salary: 10,000,000 VND gross
- Annual leaves: 15 days + 5 sick leave
- PVI extra insurance
- 13<sup>th</sup> month salary, yearly bonus
- In-house gym, in-house sport classes (Zumba/Yoga), running activities, etc
- Laptop provided
- In-house training, multinational working environment

To apply, please send English resume to [venice.vuong@puma.com](mailto:venice.vuong@puma.com)

Please note: Only shortlisted candidates will be contacted.