

## **Personnel Job Description (English Language)**

TTCL Public Company Limited (TTCL), the first integrated procurement and construction engineering company (Thailand), which is currently recruiting 2 personnel as follows;

Title : Auditing Personnel (Auditor)

Responsible To : Line Manager (DDM and DGM)

### **Functions and Activities:**

Typical auditor functions and activities include the following:

- i. Reviewing pertinent policies, procedures and instructions related to the activity covered by an audit, and evaluating their consistency with applicable regulations, codes and standards;
- ii. Preparing and reviewing appropriate documents related to an audit and establishing check-lists;
- iii. Selecting and reviewing objective evidence;
- iv. Conducting interviews;
- v. Identifying deficiencies in the QA programme;
- vi. Preparing written findings;
- vii. Exchanging information with other audit team members and the lead auditor;
- viii. Discussing findings with the lead auditor;
- ix. Take care of the quality system Working standards In the information business category, telecommunications;
- x. Control and responsible for the quality system and the ISO 9001 system of the organization;
- xi. Co-ordinate and give advice on setting standards, performing various tasks in accordance with standards;
- xii. Conduct internal audits to ensure that each unit operates according to standards
- xiii. Coordinate external agencies in system certification;
- xiv. Organize internal training to educate employees in the quality management system;
- xv. Coordinate and organize meetings to drive quality systems;
- xvi. Assisting the lead auditor and Line Manager as required.

### **Qualification:**

Auditors should possess the following attributes as these contribute to their effectiveness:

- i. Male or female, age 22-40 years old, Thai nationality;
- ii. Bachelor's degree or higher Related fields;
- iii. Experience in ISO 9001, Quality Assurance or other quality systems (any standard);
- iv. Have skills in team work;
- v. Have leadership skills;

- vi. Have a systemic idea;
- vii. Can travel to provincial or foreign offices from time to time (1-10 times a year);
- viii. Can read and study the standard English manual on their own;
- ix. Welcome new graduates (Graduating in engineering or other fields and ready to learn quality system work);
- x. Ability to communicate (listening, understanding and responding; writing skills in English Language);
- xi. Ability to plan and control (organize, initiate, observe and analyses);
- xii. Ability to gain co-operation (with audit team members, personnel of the audited organization and superiors);
- xiii. Ability to reach decisions (separate facts from opinion; compile information and evidence; compare evidence with requirements);
- xiv. Ability to work independently and systematically;
- xv. Ability to acquire and use special knowledge and skills;
- xvi. Ability to adapt to changing work assignments and conditions;
- xvii. Good appearance and conduct;
- xviii. Emotional stability (calm, self-confident, persistent, insistent, task oriented);
- xix. Good character (honest, reliable, constructive, helpful, diplomatic);
- xx. Good attitude (interest, work habits, initiative, careful, curious, open minded).

**Other details:**

- Work at 159 / 41-44 Sermit Tower, 27th-30th Floor, Sukhumvit 21 (Asoke), Khlong Toei Nuea, Wattana, Bangkok 10110, Thailand.
- Work on Monday - Friday at 8.30 a.m. - 05.30 p.m.

**How to apply for a job:**

- Sending Resume (CV) to e-mail: [payong.c@ttcl.com](mailto:payong.c@ttcl.com)