

JOB DESCRIPTION – Assistant, Label and Packaging



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

POSITION SUMMARY AND KEY TASK DESCRIPTION:		
Task 1:	Update L&P database for pricing and sampling	(time spent) 20%
Task 2:	Keep update Trackers of L&P development	20%
Task 3:	Coordinating with supplier for samples timeline	10%
Task 4:	Handling requests regarding carton dimensions	10%
Task 5:	Managing L&P shipment with Herzo and other site: AWB making, packing shipment, email confirmation, record.	10%
Task 6:	Handling sample L&P requests from HQ: register new development on tracker	8%
Task 7:	Communicate with factory for box distribution, record box distribution.	8%
Task 8:	Review sample submit from T2 before Manager final check to proceed next steps	5%
Task 9:	Recording samples in library: taking picture, label to storage....	3%
Task 10:	Follow up the courier received from other site (Like the case Jig courier..), IP letter, LOA document follow up	3%
Task 11:	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	KPI % 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:			
Education:	University	IT Skills:	Microsoft Office, ERP
Professional:	Printing, Packaging, Business Administration, Industrial system engineering,	Language Skills:	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