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JOB DESCRIPTION FORM

and guideline for writing Job description for Divisions/Departments

Grade: Staff & Worker

Provide general information of the position in the below box.

Title	Long thanh Engineering Section, Machinery & Steelwork Staff
Department	Engineering
Section	Long Thanh Engineering
Report to	Machinery & Steelwork Unit Chief, Long Thanh Engineering Section Manager, Engineering Department Manager.
Grade	Staff

POSITION DESCRIPTION

Perform and coordination work related to **maintenance, design, installation** machinery, equipment, tank & piping, **others steel structure, ensure** keep safety, environment, quality and schedule **in** Long Thanh factory.

ROLES & RESPONSIBILITIES

Perform the following assigned tasks in cooperation with other colleagues or Contractor. Additional roles and responsibilities may be assigned:

- Complete the following tasks according to the process, on schedule and with results:**
 - Handle assigned job: receive, take action & control related to request from factory that appropriate with company & department regulation.
 - Make method, plans, estimate and submit budgets, design, assign person incharge, schedule work related to machine, equipment, tank & piping, **others steel structure, base on the current status, technical-construction standards, and manufacturer's specifications.**
 - Calculate, design piping system, pump, agitator & heat exchanger, **others steel structure.**
- Cooperate with other team members to complete assigned tasks:**
 - Check construction method to warranty safety, environment not only whole construction time but also before and after finished.
 - Control material follow tender document, drawing & quotation. Control construction quality follow approval.
 - Control** according to the approved construction schedule.
 - Running test, commissioning & hand over system to production site.
 - Storage as-built drawing.
- Understand and active follow up the Section target**

QUALIFICATIONS

Specialized knowledge (if any)

Have basic knowledge material, corrosion & choose suitable material

Have basic knowledge fabricating part, tank, machine installation
 Have basic knowledge about welding technique and machine structure
 Have basic knowledge calculate pressure drop and design piping system
 Calculation of pump and stirrer

Unique competencies for this position (if any)

Classification	Competency	Level of proficiency					Comment
		1 Aware	2 Basic	3 Proficient	4 Advanced	5 Expert	
Competencies unique for this position	Understand principle of equipment and piping systems. Calculate pump & agitator						Understand principle of equipment and piping systems to keep stable production when installation and repair equipment and piping.

Personality (if any)

Carefulness, honest, hard working, good communication

Professional certification (if any)

Graduated from University, College in Mechanical, Machine

Experience (if any)

No requirement

WORKING CONDITIONS (if any)

Indoor and outdoor working environment at Long Thanh Factory, administrative shift. Working overtime, night shift during shut down or unexpected work requests from superiors.

PHYSICAL REQUIREMENTS (if any)

Healthy enough to work according to company regulations.

Approved by:	
Date approved:	
Reviewed:	

Internal Use Only

JOB DESCRIPTION FORM

Grade: Staff & Worker

Title	<i>Material Planning Staff</i>
Department	<i>Long Thanh Administration</i>
Section	<i>Long Thanh Production Control</i>
Reports to	<i>Supervisor, Section manager, Department manager</i>
Grade	<i>Staff & Senior Staff</i>

POSITION DESCRIPTION

Be responsible for balance materials (including raw material & packaging material) based on production planning, calculating material demand, making purchase requisition (PR) and controlling material from receiving materials to using up to ensure enough amount and correct materials supplying for production plan.

ROLES & RESPONSIBILITIES

Conduct below assigned jobs through cooperation with other colleagues. Other roles and responsibilities can be assigned:

1. Balance, making purchase requisition and control material

- Update safety stock level yearly or when there are changes.
- Calculating material demand for daily, weekly, monthly production plan.
- Making purchase requisition (PR) based on calculated material demand when it comes to re-order point.
- Making forecast of materials for SPD every month.
- Update daily delivery plan and track supplier miss delivery to assess suppliers.
- Monitor material analysis result to meet production plan timely.
- Monitor NC and expired materials and making material return report or disposing (if any).
- Making list of material provision for accounting every quarter.
- When preparing to change new recipe, staffs need to make balance materials to discuss first production time with related units to minimize disposals.
- Well co-operate with production planning staff when making production schedule.

Regarding new materials:

- Unify material name (English and Vietnamese) with related units.
- Collect data to create item code for new materials and lock PR for no longer used materials.
- Calculating new material demand and making PR if documents are fully collected following QA regulation.
- Announce new materials for related units before receiving new materials.

2. Reporting & other tasks

- Check monthly report of each unit & discuss with related unit (if any) before submitting to Accounting Dept..
 - Analyze monthly V-cost, F-cost and P-cost.
 - Make unit monthly report.
 - Make other reports from superior's request: proposal for CR, technical/trouble report, proposal for material disposal, etc.
 - Co-ordinate with another staff members to complete assigned task
 - Support & training for subordinates or colleagues with shorter seniority
3. **Recordkeeping and controlling documents**
- Record keeping and controlling documents following unit regulation.
 - Support ISO 9001 system which is requested from Superiors (if any).

Note: Blue text represents additional or different Roles & Responsibilities between the "Senior Staff" level compared to the "Staff" level.

QUALIFICATIONS

Specialized knowledge (if any)

Have knowledge about supply chain.

Unique competencies for this position (if any)

Classification	Competency	Level of proficiency					Comment
		1 Aware	2 Basic	3 Proficient	4 Advanced	5 Expert	
Competencies unique for this position	Calculating and analyzing skills						Necessary to effectively conduct daily jobs related to calculation and analysis to provide accurate and trusted results.
	Proficiency in office computer						Necessary to conduct daily jobs related to using computer.

Personality (if any)

No special requirement.

Professional certification (if any)

High school graduation

Experience (if any)

No special requirement.

WORKING CONDITIONS (if any)

Don't work in special conditions

PHYSICAL REQUIREMENTS (if any)

No special requirement.

Approved by:	<i>Nguyen Linh</i>
Date approved:	<i>16/Dec/2025</i>
Reviewed:	<i>Nov/2025</i>