



# **Interflour Group**

## **Role Clarification Form**



## Role Clarification Form – Internal Use Only

IDENTITY		
Organisation/ Country INTERMALT VIETNAM LTD.	Department/ Unit OPERATIONS	Date
Position: PROCESS CONTROL TRAINEE	HR (1 <sup>st</sup> Level)/ Supervisor	Approval
Trainee's Position Definition of Trainee:	HR (Final Approval)	Approval
PURPOSE (Why does the position exist, with what objectives and within what limits)		
<p>The purpose of this job is:</p> <ul style="list-style-type: none"> <li>- <i>Build up a Process Engineer team:</i> this course has been designed to provide for company the potential process engineer team. After the course, they will understand clearly all about malting process from input to output, then have the foundation to analyse production process's strength &amp; weakness, which assist on how to maintain, control, improve the quality of product, reduce the production cost and get better profits.</li> <li>- <i>Build up a successor team:</i> Ensure all important activities are always maintained, developed and inherited by a quality team.</li> </ul>		
SCOPE		
<b>Financial</b>	<b>Non-Financial</b>	
	No of subordinates (direct): No of subordinates (indirect):	
OPERATING NETWORK		
<b>Internal</b>		<b>External</b>
<b>Within function</b>	<b>Outside of function</b>	
<ul style="list-style-type: none"> <li>• Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Departments</li> </ul>	<ul style="list-style-type: none"> <li>• Agencies</li> </ul>

## Role Clarification Form

<b>JOB TITLE</b>	
Process Control Trainee	
<b>DEPARTMENT / UNIT / COUNTRY</b>	
Operations	
<b>REPORTING TO</b>	
Process Engineer	
<b>Role</b>	
<p>The purpose of this job is:</p> <ul style="list-style-type: none"> <li>- Build up a Process Engineer team: this course has been designed to provide for company the potential process engineer team. After the course, they will understand clearly all about malting process from input to output, then have the foundation to analyse production process's strength &amp; weakness, which assist on how to maintain, control, improve the quality of product, reduce the production cost and get better profits.</li> <li>- Build up a successor team: Ensure all important activities are always maintained, developed and inherited by a quality team.</li> </ul>	
<b>MINIMUM REQUIREMENTS</b>	
<b>Education / Experience</b>	<ul style="list-style-type: none"> <li>• University degree: Food technology, Chemical Engineering, Agriculture handling</li> <li>• Fresh or one (01)- year working experience in the food manufacturing or brewing technology</li> <li>• Experience or knowledge about thermodynamics/ heat transfer in conventional drying is advantage.</li> </ul>
<b>Specific Skills (Knowledge, skills and abilities)</b>	<p><b>Functional skills:</b></p> <ul style="list-style-type: none"> <li>• Analytical thinking &amp; problem solving skills</li> <li>• Communication skill in English at intermediate level: daily working conversation, reading English technical documents.</li> <li>• Good computer literacy (MS. Office, AUTOCAD, read technical drawing: PID, PFD, etc.)</li> </ul> <p><b>Behavioural Competencies:</b></p> <ul style="list-style-type: none"> <li>• Self-motivated &amp; driven with a positive mind-set</li> <li>• Eager to learn, work under high pressure, responsibilities and hardworking.</li> <li>• Willing to take more challenges and responsibilities</li> <li>• Ability to work under pressure as well as multi-task</li> </ul>

**AREAS OF RESPONSIBILITY (AOR)**

**Header**

**Definition**

**IN ORDER TO, what results**

**At the first stage**

This position is responsible for learning all malting process and supervision operations of their assigned production process area at Intermalt Vietnam plant:

- On-job-training participating with the company's maltster about how to follow up, control and understand the malting process.
- On-job-training participating about how to well control the production system including Automation system, control software, daily production report and daily report, food safety & quality management, etc.
- On-job-training participating to manage product flow from input to output.

Other tasks assigned by Company from time to time.

**After training period**

- The successful trainee will be appointed as process engineer position overseeing production process activities, where you will be responsible for control, improve, develop the malting process and get more experience and opportunities for promotion

