

Job Opportunity – QHSE Coordinator

We are currently recruiting for a QHSE Coordinator within our QHSE team in Dyce, Aberdeen.

Job Purpose and Scope

To provide first line QHSE advice to all stakeholders and assist with the daily delivery of comprehensive QHSE support, whilst also being a focal point for site facilities requirements

Main Responsibilities

To carry out this role successfully you must be able to carry out the following duties:

- Providing advice and support to the relevant stakeholders in compliance with current legislation, Company's QHSE Policy and procedures, and to assist in attaining company objectives.
- Contribute to and support agreed initiatives which develop and enhance a positive HSE culture.
- Facilitate and conduct Risk, Noise, HAVS, COSHH and fire assessment programmes.
- Log incident data and lead investigations.
- Log safety observation cards, analyse data and co-ordinate necessary improvements, monitoring and ensuring effectiveness in closing out.
- Assist with the investigation, root cause analysis, verification and close out of NCRs.
- Undertake internal audits and inspections and develop corrective actions.
- Assisting with the coordination and execution of 3rd party audits.
- Identify when planned maintenance is required on site for assets, plant and equipment. Make the necessary arrangements and maintain records, including ensuring appropriate documentation is in place and monitoring work activities to identify follow up actions.

Person Specification

The requirements listed below are representative of the knowledge, skills and abilities that the successful applicant must have and be able to demonstrate:

- NEBOSH General Certificate or Occupational Safety and Health Level III or above.
- IOSH Managing Safely.
- Ideally have internal auditing experience
- An understanding of ISO 45001, ISO 9001 and ISO 14001, and HSE Legislation.
- Good working knowledge of the full suite of Microsoft applications
- Have excellent attention to detail
- Good verbal and written communication skills
- Ability to work independently and cope under pressure
- Have a pro-active approach
- Have professional confidence with the ability to communicate across all levels of the business

Job Type: Permanent

Hours: Negotiable

Working Days: Negotiable

Location: Dyce, Aberdeen

If you would like to apply for this position, please contact the HR Team at: careers@plexusplc.com