



JOB VACANCY: QHSE COORDINATOR

The QHSE Coordinator will be responsible for the implementation and maintenance of effective QHSE policies and procedures, information sharing, policy reporting, quality systems, risk assessments, and facilitating continuous improvement initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate the activities of GO NDE's QHSE team
- Conduct HSE orientation of employees as per Client requests
- Develop, review and update documentation for Quality processes and methods in accordance with relevant standards
- Document accidents/incidents/non-conformances/ customer reports and assist in analysing root causes and recommending preventative measures.
- Conduct regular inspections and audits to identify potential hazards and ensure compliance with safety regulations
- Maintain accurate records and documentation related to QHSE activities
- Contribute to the continuous improvement of QHSE processes and systems
- Document relevant KPI's and provide timely reports on statistics accordingly
- Provide support during internal and external audits
- Ensure that all company HSE policies and procedures are enforced.
- Develop QHSE Company policy
- Provide guidance on QHSE related matters
- Research and introduce, if applicable, modern development and/or best practices in the field of QHSE

REQUIREMENTS

- Excellent communication skills both written and verbal
- Strong organizational skills and attention to detail
- Ability to manage and meet tight deadlines
- Strong analytical skills
- Excellent interpersonal skills
- Ability to act with high integrity, professionalism and confidentiality
- Ability to manage conflict and develop productive relationships

EDUCATION & QUALIFICATIONS

- Diploma/ First Degree in Business Administration, NEBOSH or related discipline
- Proficient in Microsoft Office Suite
- Familiarity with quality systems will be an asset
- 3 years experience in an industrial environment

Email applications to: officemanager@gonde.gy