

Job Description



TITLE:	Admin Assistant – Quality Health Safety & Environment	
PURPOSE OF ROLE:	To assist the Office Manager and Engineers to provide support and lead QHSE Procedures within the office and warehouse	
REPORTING TO:	Office Manager	
HOURS OF ROLE:	37.5	
DUTIES: Generally as:	<ol style="list-style-type: none"> 1. QHSE Representative. 2. Management of QHSE System. 3. Induction Training for new employees. 4. Review of Suppliers/ Sub-contractors 5. Managing quality issues and returns with suppliers. 6. Client Liaison. 7. Workshop inspections and reporting. 8. Monthly H&S Committee Meetings. 9. Preparation and Review of Risk Assessments including COSHH risk assessments. 10. Co-ordinating LOLER Testing and Calibration of Tools. 11. Maintaining Equipment and Asset Records. 12. Control of Accident Records / Investigations and Reporting. 13. QHSE Yearly NQA Audits. 14. Yearly Internal Management Review and Audits. 15. Liaising with Emergency Services re sites. 16. Assistance with orders and chasing up deliveries from suppliers. 17. Assistance to the workshop staff with organisation of the job kitting boxes. 18. Holiday cover for members of admin team. 19. Admin assistance for Logan Energy Group consisting of 6 subsidiary companies including a Dutch company. 20. Assistance to CEO/ Finance Director/ Office Manager and Engineering Team as required. 	
MAIN DELIVERABLES IN ROLE:	<ol style="list-style-type: none"> 1. Maintain accurate and easily retrievable records. 2. Good understanding of company systems and procedures. 3. Prompt resolution of delivery disputes. 	
PERSONAL SPECIFICATIONS:	ESSENTIAL: <ul style="list-style-type: none"> • Microsoft packages • General IT knowledge • Excellent Communication • Good understanding of Quality Management Systems • Strong time management skills • Ability to multi-task • Strong organisational skills • Strong attention to detail • Ability to deal with all members of an organisation • Professional and friendly demeanour. 	DESIRABLE: <ul style="list-style-type: none"> • QHSE Qualification. • OHSAS Qualification