

QHSE Co-Ordinator (Maternity Cover)

Founded in 1987, Metrol are global leaders in the innovation, development and operation of wireless down-hole systems. Our main office is located in the Kirkhill Industrial Estate in Dyce, but operations are global, and we have offices in Dubai, the United States and other worldwide locations.

We deliver excellence in innovation and performance by caring about our relationships – both with our team and our clients.

With a family business culture, we aim to create and provide a working environment that promotes from within, encourages training and development and allows and trusts individuals to maintain a work-life balance.

Benefits:

The role comes with a competitive salary and benefits package including:

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging, but rewarding role with on-the job training, working as part of an expert team
- 33 days holiday with additional holidays for long service
- Hybrid/Flexible working opportunities
- Company Pension contributions
- Private Healthcare and Life Insurance
- Cycle to work scheme

The Role:

Reporting to the QA and HSE Supervisors, the QHSE Co-Ordinator will be responsible for supporting the development and monitoring of the company's Quality and Health and Safety management systems to ensure the wellbeing of staff, and contractors, while maintaining the high levels of production and customer service.

This position requires a proactive and results-oriented individual with a strong understanding of QHSE principles and best practices. Including ISO 9001, 45001 and 14001.

This is a fixed term role for around 12 months and will be reviewed prior to the end date.

Main Duties:

The QHSE Co-Ordinator will be required to:

- Audit all departments on a regular basis. Discuss areas for improvement with relevant managers and agree appropriate corrective actions.
- Investigate and keep records of all incidents.
- Draft QHSE memos and alerts.
- Review and upgrade all Risk Assessments, COSHH assessments and MSDS.
- Collate various forms of continual improvement data
- Support Business Development when they are submitting QHSE information for tenders
- Liaise with relevant departments regarding QA system changes and improvements
- Assist with the maintaining of ISO standards
- Maintain Metrol's online Quality Management System

Required Skills & Experience:

Our QHSE Co-Ordinator (Maternity Cover) will require the following knowledge and/or experience:

- Previous experience with Quality or HSE in a similar working environment.
- Auditing experience, Internal Auditor Training is required
- Understanding of interdepartmental business processes within a technology-based company
- Experienced in incident investigation, documentation and reporting
- NEBOSH General Certificate – or working towards (desired but not essential)

Location:

Our Main Office is in the Kirkhill Industrial estate in Dyce, Aberdeen. This role may require occasional travel to other Metrol locations.

Apply by email with your full CV to Vacancies-Technical@metrol.co.uk