



Become part of our SWARCO team as

Facilities & QHSSE Coordinator

Location: Hemel Hempstead, United Kingdom | Full time

Your Challenge

Your challenge

We have a vacancy for a Facilities & QHSSE Coordinator at our office in Hemel Hempstead.

- Management and maintenance of the Hemel Hempstead premises
- Responsible for the coordination, administration and effective operation of all Integrated Management Systems (IMS) and activities for SWARCO
- To ensure that all activities conducted are consistent with, Quality, Health, Safety, Security and Environmental policies and procedures
- Adhere, comply and keep up to date with the latest and relevant legislation
- Apply relevant legislation to the company policies and procedures
- Implement processes and procedures according to our requirements and to integrate their requirements into department's regular working methods and to ensure that all such methods are clearly defined and document control, communicate, co-operate and ensure competence of all employees to; methods, procedures, legislation and corresponding updates
- Maintain and administer the IMS to an agreed standard that's acceptable to all parties involved
 - Complies with the General Data Protection Regulations
 - Ensure documentation is valid, stored accurately and correctly in accordance with legislation
- General Data Protection Regulations - Auditing and monitoring of compliance and associated daily activities in accordance with these regulations
- Assist in managing and ensuring the legal compliance of all employees, regarding the issuing of suitable and correct Health and Safety equipment and wearing of PPE against job descriptions and assigned activities
- Ensure that company insurance policies and applicable certification displayed are in date

Your Profile

Your profile

In order to fulfil the role successfully the following are some of the key skills and experience required:

Essential

- Able to prepare and submit reports as appropriate
- IT proficient and able to use Microsoft Office suite of tools
- Positive attitude toward continual professional development
- Health and Safety / Environmental qualification
- Internal Auditor training
- Knowledge of Integrated Management Systems in same or similar industry
- Right to live and work in the UK

Desirable

- Incident investigation training
- Training in ISO Standards

- Training in ISO standards
- Lead Auditor training
- Full UK Driving licence

Your Benefit

Your benefit

As well as providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- 25 days holiday increasing with length of service, plus bank holidays, plus the option to buy an agreed number of days
- Your Birthday off
- Employee discounts portal
- Generous employer pension contributions
- Employee Assistance Programme
- Life assurance up to 6x salary

Interested?

Please apply by clicking the apply button.

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We, therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.

We have a responsibility to ensure that all employees are eligible to live and work in the UK, therefore successful candidates must have the right to work in the UK by the start of their employment. We are an equal opportunities employer.

*Agencies, please note, that should we require recruitment agency involvement, **we will contact the agencies on our PSL**; we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company for a role we have not actively engaged with you on, you should be aware that they have no authority to enter into an arrangement with you and we will consider the CV a gift! We will not be liable for any payment you charge in relation to it.*

#LI-GB1

Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

SWARCO Smart Charging
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Information on processing of your personal data is available [here](#).