

## HSSE Administrator/clerk

For our client in Antwerp we are hiring a **HSSE Administrator/clerk**.

### Job description

- ✓ Provide administrative support to coordinate the HS&E team's activities, including preparation of weekly and monthly reports, materials for meetings and presentations.

- ✓ Provide administrative support to all members of the HSSE Team in all aspect of their work.

- ✓ Assist with:

drafting reports and presentations

meeting scheduling

document/report preparation

HS&E Communications:

Coordinate the preparation of the HSSE Newsletter, and organize printing and distribution once approved.

- ✓ Assist with:

production of the Monthly Meeting

H&S Pack

monthly HS&E performance bulletin.

Weekly Incident Report.

- ✓ Update the Legislation Register from materials provided by the HSSE Manager

- ✓ Drafting QHSE Briefing Notes and Alerts, Wallpapers and Banners.

- ✓ Administration of the business incident reporting software, including:

Act as system administrator

On an ongoing basis, preparation of timely and accurate incident/accident reporting.

Statistical analysis of accident/incident data to provide trending information cause, etc.

Ensuring necessary records are kept for audit analysis (non-conformance corrective actions).

- ✓ Participate in development of waste minimization and utilization plan.

- ✓ Keep records of figures significant for waste disposal documentation and other environmental information

- ✓ Prepare and collect record and report for hazardous material.

- ✓ Randomly cross check inspection of electrical, mechanical Tools & equipments, lifting gears.

- ✓ Assist in the delivery and recording of the site orientation program for all personnel coming to site.

- ✓ Arrange and participate in site HSSE training activities as well as coordinate and/or conduct additional project specific employee HSSE training as identified through the project training needs analysis.

- ✓ Administer and participate in the HSSE audit and inspection schemes being applied.

### Your qualifications

Required Skills or Tools:

- ✓ Ability to communicate widely in a clear manner.

- ✓ Demonstrable ability to problem solves and resolve conflicts.

- ✓ Approachable, tactful, and diplomatic

- ✓ Ability to work under pressure and prioritize work, meeting agreed deadlines.

- ✓ Computer literate- Proficient using complete Microsoft Suite (Word, Excel, Power point etc.) and PC skills.
- ✓ Good communication and writing in English, and any additional languages it would be appreciated, especially Dutch.
- ✓ Proficient with email system; Microsoft Outlook preferred.
- ✓ Proficiency with Oracle preferred.

Preferred Education/Experience:

- ✓ BSc, Engineering Degree, or Diploma or equivalent
- ✓ VOL-VCA certificate mandatory
- ✓ 3 years field experience

**Reference:** 3320

**Projectphase:** Construction

**Discipline:** Safety

**Position:** Administrator, Preventie Adviseur 2, Veiligheidskundige MVK

**Function level:** Medior

**Region:** (B) Antwerpen

**Education:** Bachelor

**Experience:** 3-8 years

**Type of contract:** Project

**Posted at:** 25-10-2024

**Advisor:** Wenzel Hurtak

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