

## Quality, Environment, Health and Safety Administration Assistant

### Overview

The chosen candidate will be required to work in a busy office environment and will need experience with, or, at least knowledge of and posses great strengths in Microsoft office, multi-tasking, organisational skills and to be able to show discretion when required.

### Job requirements for the position

- You must be well presented as you may be expected to greet, on occasion, customers to the business
- Your main duties will be to assist the Quality Manager with internal audits and reports working with our ISO 9001 Quality Systems
- Assistance will be required for administration support for our Environment Management System ISO 14001
- Assistance will also be required for supporting of our Health and Safety Management System ISO 45001 with internal audits on and off site
- You must have knowledge of Word, Outlook, Publisher and Excel and be extremely confident in the use of them.
- You must be highly organised and willing to introduce new ideas to the business, helping the position and the business flourish.
- You will be expected to carry out tasks without much guidance once trained, as you will be required to work on your own initiative.
- Must have excellent telephone manner, good interpersonal skills and ability to interact with staff at all levels within the business.
- A clean driving licence would be advantageous, but not a necessity

### General office duties to include but not limited to: -

- Taking minutes of meetings and typing for distribution
- Emails internal and external communication
- Filing for Business Management System, Environment System and Health and Safety System
- Keeping records up to date
- Departmental interaction at all levels and assistance with producing training material for the departments

### Training: -

Full training of the business background, our products, management systems and services will be given, enabling the day-to-day tasks of the job to be more clearly understood.

### Benefits: -

- We would be looking for the candidate to start as soon as possible.
- Hours 30 hours per week, 5 days over Monday to Friday. This may change to full time hours.
- Holidays will be 28 days per annum, pro rata for part time hours, including bank holidays and run from January to December.
- Annual salary will be dependent on relevant experience.
- After 3 months you will be automatically added to the company pension scheme.
- An extra days holiday will be received for every full year of service worked. Capping at 5 extra days.
- A bonus is paid annually but is dependent on the performance of the company.

A condition of the position is that references are obtained and that driving licence and DBS checks are completed.

Please download the application form from Detectronic's website, complete it and return it with your CV.

Closing date 30<sup>th</sup> June 2022, interviews to complete the following week.