

QHSE ADMINISTRATOR

JOB DESCRIPTION

Main duties will include but will not be limited to:

- Input and upkeep of Maintainer and Operator worked hour's records, to include the updating of fatigue hours (worked hours) into databases.
- Will be required to fully co-ordinate all internal and external training and assessment renewals for employees, to include medicals and Sentinel based training. Responsible for the upkeep of employee training records.
- To provide administrative support to the Contract Management team.
- Will be responsible for monitoring the Company vehicle fleet in terms of maintenance requirements, MOT etc. All vehicles are installed with a vehicle tracking system and periodic "spot checks" will be undertaken by the Administrator to ensure safe driving criteria are met and maintained.
- Utilise IT systems, including document and process logging, purchasing, filing and retrieval.
- Undertake any other duties which may be necessary to ensure quality, safety, quantity and the needs of our customers are met.

EXPERIENCE AND KEY COMPETENCIES:

Ideally to have:

- Good IT skills, including working knowledge of Microsoft Office, including Word and Excel.
- Demonstration of a flexible attitude to tasks and job requirements.
- Demonstration of being able to simultaneously handle the pressure of dealing with a variety of demands with good organisational skills.
- Good interpersonal, oral and written communication skills.
- Ability to work part of a team and work unsupervised when required.
- Previous experience in working with confidential information.

QUALIFICATIONS

- GCSE English and Mathematics, grade C (or equivalent)
- RSA Stage II Typing/Word Processing
- Administration NVQ level 2 (preferable)

APPLICATIONS PACKS CAN BE OBTAINED BY:

EMAIL julie.graham@clarkechapman.co.uk or TELEPHONE 0191 4772271.

**If, by reason of a disability, you may have problems completing an application form,
please advise when you request an application pack**

APPLICATIONS TO BE RETURNED BY NO LATER THAN:

9.00AM MONDAY 20TH SEPTEMBER 2021