

SUBJECT: Communication - Announcement

HSE COORDINATOR (M/F)

Our **EPC Business Line** is looking for a **Health, Safety & Environment (HSE) Coordinator** who will have the following responsibilities:

- Ability to plan and organize the teams and activities;
- Responsible for the planning and cost control of HSE activities;
- Ability to prepare and update HSE statistical tracking and trending data;
- Supervise the management of records and other documentation related with HSE audits, inspections, reports, certifications, permits, etc.;
- Be aware of all relevant HSE laws, codes of practice and standards for the area;
- Gives assistance to the Project HSE Manager / Corporate HSE Manger with client's HSE requirements and assists in compliance;
- Assists in the implementing and maintaining of the certification of ISO 14001 and ISO 45001;
- Assists with developing HSE Plans that comply with Company policies and procedures as well as local client requirements;
- Assists with the development and implementation of appropriate location emergency response systems;
- Responsible for providing Project HSE Manager / Corporate HSE Manager with feedback on HSE performance;
- Conducts HSE presentations and training to employees as required;
- Conduct HSE audits and inspections;
- Assists work site personnel and line management in development of work site HSE promotions and campaigns.

BUSINESS LINE
EPC

DEPARTMENT
HSE

JOB TITLE
HSE Coordinator

LOCATION
Porto, Portugal
Oliveira de Frades, Portugal

STARTING DATE
November 2020

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QUALIFICATIONS:

The ideal candidate will have/ be:

- Degree in related areas like Management or Engineering (Post Graduate studies in Occupational Health and Safety and/ or Environment is a plus);
- Strong knowledge of ISO 45001 and ISO14001 (qualified as an internal auditor is a plus);
- At least 5 years of relevant experience in similar positions;
- Fluent in English (mandatory);
- MS Domain.

Key Skills:

- Good communication (oral and written) and negotiation skills;
- Well-organized and reliable;
- Customer-oriented approach;
- Good time-management skills;
- Flexible;
- Critical-thinker and problem-solver.

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If you are interested in this career opportunity, please send us your CV to voltaliarecruits@votalia.com, with the subject "39.2020 – HSE Coordinator".