

Health, Safety & Quality Coordinator

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Company: Forrest Recruitment

Location: Bootle

Category: architecture-and-engineering

Job Overview

, PERMANENT, Bootle, £26k

Our client is a well-established organisation who are specialists in their field. Due to substantial growth within the business, they are looking for a Health, Safety and Quality Coordinator to join their newly established Health & Safety Department located in Bootle. This role will be integral in assessing new prospective customers of the business through qualification questionnaires. The hours are Monday – Friday 8.30am – 5.00pm.

Role responsibilities include:

Support in all aspects of the Business Management System (BMS)

Be the point of contact for completing & evaluating prospective client pre-qualification questionnaires and tender questionnaires.

Provide support for tender submissions.

Be primary point of contact for subcontractor and supplier regarding the pre-qualification questionnaires.

Ensure regulatory requirements are met.

Maintain accurate records of responses and all related documentation ensuring confidentiality.

Maintain awareness of new information regarding health and safety and ensure it is communicated to the team.

Liaise with team to ensure organisation/management of documentation control.

Skills required:

Bachelor's degree in quality, environmental or Health & Safety Management.

Experience in a similar role would be beneficial.

Excellent written and verbal communication skills.

Attention to detail and strong organisational skills.

This role would be ideal for a graduate, or someone with experience in this area. The client offers 24 days holidays + bank holidays, cycle to work scheme, Private Medical, Pension contribution and invitation to various social events.

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