

DEPARTMENT:	Health, Safety, Security, Environment, Facilities (HSSEF)
LOCATION:	211-212 New Market Street, Georgetown, Guyana.
JOB TYPE:	Full-time
JOB TITLE:	HSSEF Administrator
DIRECTLY REPORTS TO:	Manager, HSSEF
DEPARTMENT LEAD:	-
OVERSEEING ELT MEMBER	Vice President - Projects

JOB PURPOSE:

The HSSEF Administrator is responsible for supporting all segments of the HSSE/Facilities department from an administrative function through scheduling, coordinating, and tracking of activities and performance. He/She is responsible for HSSEF record keeping and filing.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.	Approx. % of time annually
1. Monitors and coordinates HSSEF internal and external trainings. Management of Training matrix (internal and external trainings). Conduct HSSEF Orientation Trainings for new hires and renewals of existing employees.	10%
2. Maintain and update shared folder daily and weekly with all relevant information. Maintain and update of all HSSEF files (soft and hard copy).	7.5%
3. Ensure incidents/accident registers are updated accordingly and accident information is communicated to upper management. Update KPI's on a weekly and monthly basis. Ensure action items on CAPA are dealt with in a timely manner.	5.5%
4. Coordinating and conducting of monthly departmental meetings, HSE Committee Meetings, and trainings in conjunction with HSSE Advisors. Conduct Weekly and Monthly Inspections on Critical Equipment.	8%
5. Coordinating and tracking of tokens for incentive programs.	5%
6. Preparation of HSSEF Weekly Report and Consolidated Report.	5%
7. Keeping track and reordering of PPE, stationery and Facilities stock for all offices. Coordinate department purchases (requesting quotes, recreating requisitions, ensuring payment to vendors are made, etc).	10%
8. Coordinate Communication campaigns for HSSE inclusive of mails/posters/etc.	5%
9. Updating/renewal of procedures and policies within HSSEQ department.	6%
10. Completion of HSSE sections of tenders / questionnaires.	5.5%
11. Manage and coordinate Substance Abuse screening for Guyana offices.	5%
12. Manage Petty Cash for HSSEF Department. Keeping all parties updated on Facilities issues raised (main communicator). Ensure issues are closed off in a timely manner & assist Facilities Supervisor in any other areas as needed.	7.5%
13. Assist in ISO 9001 and 45001 Certification.	10%
14. Any other duties that may be required.	10%

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	<i>Total:</i>	<i>100%</i>
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QUALIFICATIONS AND EXPERIENCE:

- A diploma in Management or any other related field. A Higher educational degree will be an asset.
- Knowledge in HSE Management System would be an asset
- A minimum of one (1) years' experience in similar capacity
- Experience on administrative duties, processing, and handling
- Experience on Invoices processing, and handling will be an asset
- Competent with the use of Microsoft Software Package (Word, Excel, Outlook, and Power Point)

SUPERVISORY DUTIES:

- n/a

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor.
- Cooperate during incident investigations so that the incident causes can be determined and corrective action taken.
- Tag and Report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** – can work on multiple tasks, meet KPIs, reorganize and work on high priority tasks, handover tasks when going on leave.
- **Technical Analysis of requests** - quickly process and understand requests, identify where external assistance is needed, document concisely and clearly what is required, plan how to respond.
- **Problem solving** - suggest recommended actions rather than just ask for help, come up with innovative ideas, pre-emptively identify issues with existing procedures and implement solutions.

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- **Quality Assurance** – Quickly picks up technical errors, typos, issues with sentence construction, gaps in logic, incorrect or missing pricing, whilst reviewing requests, quotes and technical proposals
- **Teamwork and Emotional Intelligence** - work well with others in the department, work well with other departments, build mutual trust and respect, develop strong professional relationships with others in the company, display emotional intelligence when dealing with others.
- **MS Office** - Intermediate to Advance in the use of MS Word, Excel, PowerPoint, Teams.

WORKING CONDITIONS

- Hybrid - Office / Work from home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is possible.