

We are **HIRING!**

HSE Executive

Facilities Management & General Admin

Job Summary

The HSE Executive encompasses all HSE related matters within the organisation and all third-party associations ensuring the measures to eliminate any foreseeable risk as far as reasonably practicable are implemented.

Requirements

- Bachelor's degree in Occupational Health and Safety or any HSE related field with a minimum of two years practical experience in the field OR;
- Higher National Diploma in any Occupational Health and Safety or any related field, with a qualification of National Examination Board in Occupational Safety and Health International General Certificate (NEBOSH IGC) and a minimum of five years practical working experience in the field;
- Highly proficient in MS Office (MS Word, MS Excel and MS PowerPoint).
- Great communication skills and excellent command of English and Malay (verbal and written).
- Values integrity and commitment in working.
- Able to work under pressure.
- Independent and able to multi-task.
- Client-focused (internal and external).

Key Accountabilities

- Responsible for ensuring the workplace is a safe environment for all employees to work in.
- Identify hazards, conduct risk assessments and implement solutions in the workplace or worksite to prevent any injuries or illnesses.
- Informing workers on the potential hazards and implementing measures to mitigate risks.
- Ensure that all employees have proper safety training and are aware of the hazards in their respective work environments.
- Detailed investigations and report writing of investigations on accidents or incidents in order to inform future safety measures.
- Consulting with the management to develop and update the HSE policies or HSE programs of the organization.
- Monitoring the organization's compliance to the health and safety standards
- To liaise with internal and external clients supporting their needs and requirements to HSE.
- To be proactive in developing short- and long-term strategies of General Administration and Fleet operations.
- To prepare internal documents for quotations and tenders and direct awards, and corresponding letters to external clients.
- Able to maintain accurate records of HSE inventory items and write up monthly reports for overall requests and usage tracking.
- To assist in preparation and tracking usage of budget for HSE.
- Any other related work as instructed.

Curriculum Vitae must be submitted to:

recruitment@imagine.com.bn no later than Wednesday, 21st September 2022.
Only shortlisted candidates will be notified.