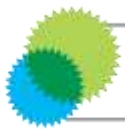




Health & Safety

Officer(Asigurari)

Department: Insurance



Role

- ◆ **Ensures well organized, accurate, on time, and clear evidences, reports, administrative tasks for Health, Safety, Fire and Emergency**
- ◆ Ensures compliance with national Health and Safety/Fire regulations within the company;
- ◆ Ensures processes and ways to apply legal regulations on health and safety, fire prevention and emergency situations and follows up how they are observed, as well as implementation of corrective actions identified by Regulatory Bodies (H&Sinspector, Fire and Emergency, medical authorities);
- ◆ Ensures occupational medical check-up process is implemented and follows up on its efficiency;
- ◆ Works together with external companies (medical provider, Safety provider) within limits established by contracts and Company rules to achieve desired outcomes;
- ◆ Applies the measures of first aid, of fire extinction and of staff evacuation in the field of health and safety at work and of Fire prevention/Emergency situations.



Requirements

Knowledge (required):

- ◆ University graduate
- ◆ English (intermediate - advanced level)
- ◆ Excellent knowledge of employer's administrative procedures and systems
- ◆ PC literate (MS Office)
- ◆ H&S Certificate (80 hrs training)
- ◆ Fire Prevention/Emergency situation certification

Skills:

- ◆ Good organisational, communication and interpersonal skills
- ◆ Consistency, efficiency, responsibility

Trimite aplicatia sau recomandarile tale, pe adresa: cariere@provident.ro

* specifica in subiectul email-ului pozitia pentru care aplici