



Build on our credentials

**Job Title:**

Quality, Health, Safety and Environment Officer.

**Function:**

- Assist the QHSE Manager in the monitoring of the quality, health, safety and environment systems of the company.
- Keeps official records and executes administrative work related to the integrated management systems.
- To undertake all secretarial and administrative work for the quality, safety and environment division and perform audit duties.

**Duties and Responsibilities (other duties may be assigned):**

- Ensures the compliance of the Integrated Management System to the ISO 9001, 14001 & 45001 standards and certification body requirements.
- Ensures the compliance of the managerial and technical competence of the system to the ISO 17025 standard and accreditation body requirements.
- Liaison with the accreditation and certification bodies in Saudi Arabia.
- Ensures the legal requirements related to safety of personnel and equipment, environmental regulations and any other prevailing law affecting the company process control are properly fulfilled.
- Performs planned and on spot safety audits and inspections at lab or sites.
- Maintains Quality Awareness among personnel and ensures that the procedures and instructions are followed.
- Conducts statistical analyses related to quality, health safety and environment indicators.
- Receives customer claims, non-conformities and reports them to the QHSE Manager.
- Follows up purchases related to the quality, health safety and environment division and maintains their files.
- Collects and maintains regularly the internal and external customer satisfaction forms.
- Monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel and environment safety.

**Qualifications:**

- Bachelor or equivalent.
- Minimum of 2 to 3 years' experience in Quality Management with relevant knowledge in ISO 9001 and 17025.
- Internal Quality Audit training and experience in Health & Safety with ISO 14001 and 45001.

**Language Ability:**

Arabic: Read, Spoke and Written

English: Read, Spoke and Written

**Computer Skills:**

Word processing, Spreadsheets, Internet software, E-mail, Inventory, Database software