

JOB VACANCY - COMPLIANCE ASSISTANT

Job purpose: Working as part of the Axion compliance department and providing support and guidance to the operation management teams in meeting and exceeding the business objectives through effective business management, legal and regulatory compliance and process improvement. Support the management teams for both production plants to ensure a safe, efficient and effective operation. To work closely with all levels of the organisation.

Location: Trafford Park

Working hours: 37.5 per week, 08:00 – 16:00, Mon - Fri

Principal Accountabilities:

- Work with the Compliance Manager and site and plant management to help ensure that plants operate in accordance with all relevant safety and environmental standards as required by law and company policy.
- Work with the Compliance Manager to provide guidance and support to site and plant managers and their teams on safety, quality and environmental issues and requirements.
- Work with the site and plant management to ensure that production processes and associated production controls are strictly adhered to. Reporting and communicating issues following assessments and audits or via feedback from safety and quality concerns.
- Assist the Compliance and site and plant managers with monitoring the delivery of quality in the production environment.
- Work with the Compliance Manager to produce effective internal audit schedules at both production sites and ensure the internal target is met.
- Conducting internal audits at both production sites.
- Assist the Compliance Manager, site and plant managers by coordinating actions and procedural updates to ensure all IMS procedures are up to date, current and in line with business and specific standard requirements.
- Work with the site and plant management and their teams to investigate issues resulting from either; safety and/or process concerns, internal or external audits and assessments or customer comments/complaints and establish achievable corrective and preventive measures.
- Assist site and plant managers and their teams to ensure that agreed corrective, preventative and improvement actions are fully implemented in a disciplined, sustainable manner and that all associated documentation is produced and controlled accordingly.
- Assist site and plant managers to ensure that corrective actions are reviewed and validated in line with 'Plan, Do, Check, Act' principles and achieve successful "close out" of issues.
- Plan, facilitate and arrange regulatory inspections for relevant equipment for both plants in line with all current legislation and regulations.
- Facilitate the ordering, issuing and control of PPE.
- Maintain records and relevant documents relating to specific safety and/or quality requirements, issues, concerns or non-conformances for both production sites by uploading, administering and maintaining documented information on the compliance software and IMS portal.
- Assist the Compliance Manager with quality concerns and/or HSE Investigations.
- Assist the management team in problem solving, teamwork building strategies, process control and improvement methods to help drive the organisations policy of continuous improvement.
- Assist the site and plant managers to document and administer training outcomes and records.
- Assist the Compliance Manager and site and plant managers with environmental requirements for both production sites.
- Champion a culture for ownership, discipline and never-ending improvement.
- To undertake any other reasonable duties or tasks requested which may be necessary to meet the needs of the business.

JOB VACANCY - PROJECT ENGINEER (Continued)

Knowledge and experience:

- Recognisable Health and Safety qualification.
- Internal Auditor training and experience.
- Previous experience in a manufacturing environment.
- Experience of Quality & Health and Safety certification procedures and standards.
- Experience of Environmental requirements.
- Experience of Microsoft Office, particularly the use of Word and Excel.
- Positive, can- do attitude and self- motivated.
- Well organised and work well under pressure.
- Problem solving skills.
- Excellent interpersonal skills.
- Willingness to attend training courses.
- Analytical approach to workload.

Please note, the above list is set of ideal requirements; however, candidates who can demonstrate enthusiasm, drive and a commitment to learn will also be considered.

Applications:

Please email your covering letter and CV to jobs@axionrecycling.com

Alternatively please post your covering letter and CV to:

Naureen Riaz, Axion Recycling Limited, Unit 2 Tudor House, Meadway, Bramhall, Stockport SK7 2DG

Posted: Monday 12th February 2018

No agencies please