HSE (Health-Safety-Environment) Assistant Manager

Recruitment Information

Job Code:		**Industry:**	Nhân sự; Cơ khí / Ô tô / Tự động hóa; Điện / Điện tử / Điện lạnh
Location:		**Type of contract:**	Permanent Employee
Salary:	Competitive	**Type of job:**	Full Time
Career level:	Manager	**Qualification:**	Bachelor
Age:	30 - 50Age	**Other extras:**	

Company Description

VRG Dongwha, a joint venture between the Viet Nam Rubber Group (Vietnam) and the Dongwha Group(Korea), is expected to be the largest and most modern of its type in Asia and the factory is expected to be completed at the end of 2011. Production department's positions will have a special opportunity to be trained in Malaysia factory for 4 months, and will work on-site in May 2011. The other departments will work in Binh Duong, HCMC for a while and will move to work on-site by turn after May 2010. The following positions have very important roles in our company. We hope that the talented and excellent candidates will join and become one of our family and founder together with us.

Job description

1. Summary of functions:
Guides and manages the overall provision of HSE services, policies, and programs for the entire company.
2. Major duties:
- To develop local safety strategy (annual ~ mid term) to support the group vision, get buy-in and communicate the strategy throughout the company to ensure everyone is aligned.
- To roll out the action plans identified in the local and group Safety Strategy and monitor the implementation of the action plans.
- To carry out an annual analysis to establish gap in the safety strategy implementation.
- To recommend initiatives and reward schemes designed to motivate managers and employees to raise safety awareness.
- To provide technical assistance in relation to compliance to Safety Standards and Legal requirements to the Line Managers on HSE initiative implementation.
- To canculate monthly Safety KPI and ensure timely report sent out t management and the division.
- To prepare Quarterly summary report on the Group Safety Roadmap implementation for review by the division.
- To promote the wide usage of Risk Assessment process in the existing operation and during major project work.
- To advice the Plant Services department on protective technical fitting required for new equipment and improvement for old equipment.
- To conduct Audit (scheduled and non scheduled), issue timely audit reports, seek proposed corrective and preventive actions from the plant manager and follow up on the implementation of action plans.
- To develop the process of reporting incident with the potential to cause injury or loss of life
- To develop, first aid, fire and other emergency response measures for the company in consultation with relevant stakeholders. Develop a program to test the effectiveness of the process.
- To assist the HRD in designing and delivering appropriate training instructions to achieve maximum penetration.
- To maintain a register of competent staff and contractors and their competency level.
- To identify and develop and effective safety communication process in the company (Safety newsletters, Safety Conference, Safety week.)
- To facilitate the HSE discussion process on a quarterly basis at each region.

3. Organizational relationships:
Reports directly to the Plant Director.

Skills required

• University graduation or related professional qualifications (major: environment; labour safety or HSE related subjects …)
• Basic or general knowledge on ISO and OH&S system
• Understanding or having knowledge on toxic, inflammable, confined space; lifting, basic mechanical & electrical maintenance is more preferable.
• At least 3 years of working experience in environment, labour safety or HSE related fields, preferably working at multi-national companies
• Good command of English (spoken & written)
• Good ability of computing skills on MS applications
• Proven organizational skills, team-working minded, service orientated & hard-working
• Faithful, careful, diligent, visionary, reasonable and decisive
• Communication, interpersonal and supervisory skills
** Work Location: Lot G, Minh Hung 3 Industrial Park, Minh Hung Ward, Chon Thanh Dist., Binh Phuoc Province.

Other Information

Probation time	2 months
Working time	8h per day, 40h per week
Working experience	5 year(s)
Training opportunities	
Colleagues	
Annual leave	12 annual leave per year
Benefits	Good benefits such as Accident Insurance, Marriage Allowance, House allowances, Petrolium Allowances, etc...

Contact Information

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