

# Safety Administrator

Brunel have recently partnered with one of Australia's leading EPCM delivery Service Partners to successfully recruit and place a suitably qualified HSE Administrator to support our Clients effective and professional Site based team.

- This opportunity will be offered on an initial 6 Month contract, on a 2:1 rotation from Perth to site.
- ASAP Start 2 weeks on, 1 week off
- Rate: \$50 per hour inclusive of Superannuation
- 12 Hours per day

## Summary

- Publication: PUB296377
- Market: OilGasAndMining
- Industry: Mining
- Area of expertise: Health, Safety, Environmental & Quality
- Hours per week: 96
- Education level: Other
- Closing date: Wednesday, 10 March 2021

## **Job**

- Provide administrative support in the preparation of HSE presentations or meetings, including but not limited to daily pre-start and weekly toolbox meetings.
- Maintain HSE notice boards on camp with up to date information.
- Provide administrative support in the preparation of HSE training information and maintain the schedule for delivery of this training.
- Input and upload training records for personnel
- Provide administrative support in the risk management process with documentation.
- Monitor and provide reports on progress in relation to close out and verification of corrective actions
- A reliable and trustworthy nature when dealing with confidential issues and staff at all levels

## **About you**

- 5+ years working in a similar position
- Strong HSE administration experience
- Experience working in a EPCM environment
- Previous experience supporting projects in a site capacity
- High attention to detail
- Ability to build effective internal and external networks
- Easily adaptable to rules and supervision
- Being available / on-call outside of general work days

## **What we offer**

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## **Feel free to contact**

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