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Intelligent Balancing Solutions

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Your next job:

QHSE Coordinator (m/w/d) – Quality, Health, Safety and Environmental Management

What can you expect as QHSE Coordinator (m/f/d) – Quality, Health, Safety and Environmental Management at Hofmann Mess- und Auswuchttechnik?

The Quality, Health, Safety & Environmental (QHSE) Coordinator is responsible for supporting the organization's quality, safety, health, and environmental management systems. This role assists in maintaining regulatory compliance, supporting quality assurance programs, coordinating employee training, conducting audits and inspections, and promoting a culture of operational excellence.

The ideal candidate is organized, detail-oriented, and committed to improving quality performance, workplace safety, environmental stewardship, and regulatory compliance across the organization.

Your tasks

Quality Management

- Maintenance and further development of the company's quality management system (QMS).
- Assist with internal quality audits and customer audits.
- Support continuous improvement initiatives focused on quality, efficiency, and customer satisfaction.
- Assist with document control and revision management for quality and operational procedures.

Health, safety and compliance

- Ensure compliance with OSHA regulations and company safety policies.
- Conduct routine workplace safety inspections and hazard assessments.
- Support regulatory inspections and audits.
- Maintain customer and contractor safety compliance portals.

Incident Management

- Investigate workplace injuries, near misses, property damage incidents, quality nonconformances, and environmental events.
- Identify root causes and recommend corrective and preventive actions.

Training and Employee Engagement

- Coordinate new hire orientation and required QHSE training programs.
- Develop training materials, work instructions, and employee communications.

Environmental Programs

- Support environmental compliance activities related to air, water, waste, and hazardous materials management.
- Maintain Safety Data Sheets (SDS) and chemical inventories.

Documentation and Reporting

- Maintain QHSE records, training logs, audit reports, and compliance documentation.
- Prepare QHSE reports for management review meetings.

Emergency Preparedness

- Assist in emergency response planning and drills.
- Support fire prevention, evacuation, and first aid programs.
- Coordinate inspections of emergency equipment and supplies.

Your qualifications

- 2+ years of experience in QHSE in a Manufacturing environment.
- Experience maintaining compliance records and documentation systems.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.

Your skills

- First Aid/CPR Certification.
- Experience with ISO 9001 management systems.
- Experience managing contractor qualification and safety compliance platforms such as ISNetworld, Avetta, or similar systems.

Your benefits

We are committed to providing equal employment opportunities and fostering a diverse and inclusive workplace.

Have we aroused your interest?

Then we look forward to receiving your comprehensive application documents. Please state your earliest possible start date.

Contact:
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