

Compliance Administrator

Based at the Head Office in Liverpool, as a member of the Compliance Team, you will provide support in activities concerned with the application, maintenance and development of the Company's integrated quality, environment and health and safety management systems, ensuring compliance to ISO 9001; ISO14001 and ISO45001

With an innovative and creative thinking approach utilising a variety of disciplines and knowledge, you will be working with the Compliance Team to deliver company objectives in accordance with current legislation and standards.

Key Responsibilities

- Maintain and develop the Company's IMS (Integrated Management System)
- Maintain the system for recording all safety, environmental and damage incidents, providing statistical summaries and reports as required by Management
- Provide support on investigations
- Maintain the Company's document and record control systems
- Maintain the contractor database to record all relevant documentation relating to contractors engaged by the Company
- Respond to requests for information from customers relating to permits, licences, statistical safety data etc
- Attendance at and travel to all Company sites

Person Specification

- A knowledge of best practice quality, environmental and health and safety management systems
- The ability to maintain records and produce information for management reports
- The ability to analyse data, and make recommendations for improvement
- Excellent time management and organisational skills
- Effective oral and written communication skills
- Analytical, problem solving approach with excellent attention to detail

Essential Skills/Experience

- Educated to A Level standard or equivalent
- Experience of working within a compliance environment
- Knowledge of ISO standards and relevant Government Regulations
- IT Literate with the ability to use a range of job specific packages, including Microsoft Office suite
- Evidence of a pro-active 'can do' approach
- Excellent literacy and numeracy skills
- Ability to deliver verbal and written reports to staff at all levels
- Driving licence
- Ambitious, energetic and enthusiastic to learn

Core hours of work are 09.00 – 17.00 Mon-Fri. Overtime working will be required from time to time.

S Norton operate a zero-tolerance drug and alcohol policy and successful applicants will be subject to a drug test prior to an offer being made.

To apply please complete our application form (<https://www.s-norton.com/working-with-us/>) and return to recruitment@s-norton.com