

Vacancy

Safety & Compliance Administrator

Within the Safety & Compliance Department



Salary for the post will be £10,927 per annum (£910 per month)



Job Outline:

To assist the Safety & Compliance Officer with planning, implementing and monitoring all elements of safety and compliance within the Company's business operating units in accordance with laws, regulations, standards and ethical practices applicable to the Company.

Interested Persons Should:

- Possess at least 3 years experience performing administrative duties
- Have grade C or above in English and Maths or equivalent
- Be computer literate in the use of Microsoft Applications
- Have the ability to multi-task, organise workload and meet tight deadlines
- Possess excellent organisation, interpersonal & communication skills
- Be analytical and have a high degree of accuracy with attention to detail
- Be able to work independently and use own initiative to problem solve
- Be able to maintain total confidentiality within the Company
- Be experienced in data collation, analysis and able to create reports
- Ideally be knowledgeable of Health & Safety and Food Safety practises

For further information, including the Company's attractive benefits package contact:

Marie-Anne Dennis, Safety & Compliance Officer via  22380  marie-anne.dennis@solomons.co.sh

Application forms may be collected from Solomons Main Office Reception, Jamestown or alternatively an electronic copy can be requested via hradmin@solomons.co.sh and completed forms should be returned to Anya Thomas, Human Resources Development Officer, Solomons Main Office, Jamestown by **21 March 2023**.

Solomon & Company (St Helena) Plc offers an attractive benefits package to Employees which includes but are not limited to:

- ◆ Pension Contributions
- ◆ Attractive Leave Packages including annual leave, sickness absence leave, maternity/parental leave
- ◆ Staff Discounts