

JOB DESCRIPTION

- Job Title: HSQE Assistant
- Reports to: HSQE Officer / DPA
- Location: Athens - GR
- Job Summary: To attain and comply with the HSQE Departments' stated principles and objectives

MAIN RESPONSIBILITIES

- Assist with the establishment, implementation and maintenance of the Company's Management System in compliance with the requirements of the ISM Code, Industry Best Practices and all ISO standards that the Company is certified with
- Promote safe working practices across fleet ships in accordance with industry standards, current regulations and the Company's HSQE Manual
- Monitor the activities of the managed vessels to ensure their compliance with respect to HSQE related activities and Company's Management System
- Assist with the implementation and incorporation of changes into Company's Management System in a controlled manner and with minimized risk within tolerable levels as per Company's Management of Change process
- Responsible for developing, monitoring, following up and keeping up to date and with proper records the Electronic Management System of the Company concerning HSQE related activities and data (i.e. Document Control, Incidents, Actions, etc.) in line with guidelines received by the HSQE Officer
- Assist with issuance and update of Circular Letters and Marine Letters and Alerts
- Prepare, keep track of and maintain relevant records with regards to the electronic distribution of Company Manuals and other controlled documents
- Assist as necessary with the planning and coordination of arrangements for external and internal audits of the Company both ashore and on-board Company vessels
- Participate in ships' preparation in view of forthcoming external inspections (i.e., SIRE, CDI, Terminal, Flag State, etc.) as far as HSQE aspects are concerned
- Update the annual internal audit and attendance plan in line with the intervals specified by the Company
- Assist as necessary for the preparation and maintenance of records relating to the Company's audit process and communicate same to the required personnel
- Assist the DPA with investigation process of non-conformities pertaining to the Health, Safety, Quality and Environmental Management System in co-operation with other department heads, keeping records up to date and proceeding with necessary arrangements for completion of agreed corrective / preventive actions within set time frame, as assigned
- Assist the HSQE Department with keeping records and statistics and producing reports as necessary for matters pertaining to HSQE

- Assist, as assigned by HSQE Officer and in cooperation with Departmental Managers the receipt and distribution to the ships of Rules, Regulations, Codes, Guidelines and Publications relevant to the Management System, as well as of their amendments
- Assist the DPA with the monitoring and distribution of Forthcoming Legislation applicable to Company
- Assist with coordination of Management Review Meetings and record keeping
- Participate in Emergency Response Team as assigned by DPA
- Ensure the promotion of awareness of Safety, Environmental and Customer requirements throughout the organization
- Additional duties as assigned by the HSQE Officer/ DPA or CTOO

DESIRED SKILLS & EXPERIENCE

- A degree from an Institution of higher education, (University degree) recognised by all appropriate State and National Authorities. A degree from Technical University will be a plus.
- Working knowledge of the English language
- Effective communication and interpersonal skills (to be evaluated at time of employment)
- Sharp analytical skills and logical thinking
- Computer literate (Microsoft Office) - Knowledge of Benefit ERP, will be a plus
- Detail oriented, well organized, and proactive for continuous improvement
- Medical examinations (standard check up by medical practitioner)