



QHSE(S) MANAGER

GENEVA

VALUES

With local bases and offices in Angola, Congo, Switzerland and United Arab Emirates, PROMAR coordinates the activities of about 400 seafarers and support personnel.

Both ashore and on-board, the personnel share ambition, professionalism, team spirit and respect as common values, with full dedication to marine safety and safe working practices.

For more information about the company, please refer to our website:

www.promar-offshore.com

RECRUITMENT PROCESS

1. To submit your application, please send your CV to office.apply@promar-geneva.com (no need for a motivation letter). **In your email, let us know the three reasons why you are the perfect fit for this job.**
2. An e-mail will be sent in receipt of your application and the documents will be processed and treated confidentially.
3. In case of suitability you will be contacted within 3 weeks. If the application does not match, and unless otherwise stated, your details will be kept for one year, to be considered for any future openings.

JOB DESCRIPTION

Main Responsibilities and Missions:

Quality:

Ensures the deployment, implementation and improvement of the PROMAR Integrated Management System (PIMS) at the Company Organization in line with the quality management principles stated in the Quality Policy:

- Promotes Quality achievement and performance improvement throughout the Company Organization
- Develops campaigns and actions to incorporate the Quality Standards to the Company Management System
- Develops the annual Quality Plan & Objectives and ensures its application throughout the Company Organization
- Supports Company Process Owners in developing their processes and documentation and their follow-up
- Ensures the distribution of PIMS Dispatch to the designated Company recipients
- Coordinates planned and extraordinary Quality meetings for improvement actions
- Analyses and reports the performance of the QMS through key performance indicators measurement and follow-up
- Schedules the Audits and Inspections Programme and monitors the certification processes
- Manages non-conformities, observations, awards and complaints in close cooperation with the involved department
- Ensures that root cause analysis and corrective actions to each non-conformity are properly raised and effective closure based on evident facts done.
- Works with Supply Chain to establish Yearly Audits Program for Suppliers.
- Manages the Auditors Pool and ensures the competence of its audit team members
- Ensures control of documents and records and recommends new documents or records to the corresponding Process Owner whenever deemed necessary

HSE:

To lead HSE team in ensuring continual improvement of operational safety management knowledge and application within the Company.

To support the vessels and shorebases in achieving and maintaining sustainable high levels of compliance with HSE expectations, based on and aligned with PROMAR Yearly HSE Plan requirements. Emphasis will be put on continuous, measurable and sustainable improvement by:

- Ensuring delivery of PROMAR strategic objectives as per KPIs of the Yearly HSE Plan
- Supporting incident investigation, communication and investigation. Effective incident management, follow-up of actions decided with 100% of closure. All investigation, action plan and lessons learned shared with Company Vessels and Shore-bases for continuous improvement
- Developing positive HSE culture through active leadership and example. Efficient and coordinated HSE team activity through regular HSE team meetings properly documented. Continuous improvement in HSE culture and corresponding KPIs
- Leading HSE performance by providing knowledge and advice to office, shore-based and offshore personnel. Encouraging compliance to OVMSA standard, regulatory requirements and industry best practices
- Leading HSE performance by conducting Audits of offices, shore-bases and vessels based on OVMSA, regulatory requirements and industry best practice.
- Managing accurate and timely reporting of statistics pertaining to HSE. Analyzing HSE statistics to identify trends and develop Action Plans to minimize incident rates and improve HSE performance
- Assisting Company Operations departments to maintain adequate bridging and gap analysis of requirements between Client and Company Safety Management Systems and processes

As per national regulations, work permissions are granted to Swiss and European Union citizens only. The pre- sent position is therefore limited to those citizens.

Starting date: ASAP