

Quality, Health, Safety, Environment & Installation Assistant

Your Tasks

- Quality, Health, Safety and Environment documentation management;
- Ensure compliance with legal requirements and Customer/Site requests;
- Upload documentation in online platforms (Gedoc, Bouwpass, others);
- Manage technicians travel logistics (support coordinators/dispatchers in the travel arrangements);
- Check and validate the mandatory documentation related to the work to be carried out/Teams displacement;
- Manage PPE (Personnel Protection Equipment) & Installation Equipment inspections;
- Control and plan worker's medical examinations and appointments;
- Implement processes in Document Management;
- Prepare the necessary documentation for certifications VCA; ISO 9001; ISO 14001; ISO 45001, etc, according to company strategy
- Support other areas of the department as appropriate and as directed by Unit Manager.

Your Qualifications

- Minimum 12th Years school in Administrative area;
- Work experience in similar area;
- Advanced knowledge of MS Office tools and SAP as a plus;
- Fluent in English, other languages as a plus;
- Good communication skills;
- Good interpersonal skills;
- Good Time management / Organizational skills;
- Driving licence (B).

You Get

- Hybrid work system;
- Extra day vacation;
- Network of partners with discounts for employees.



DRIVING THE FUTURE

Innovative ideas are the hallmark of our successes and move us on. We are passionate about realizing wind energy projects across the globe and meeting tomorrow's energy technology challenges. You and your engagement can make a contribution to shape the future of renewable energies.

APPLY NOW!

Are you interested? Then please submit your application (CV, motivation letter, certificates, earliest starting date and your salary expectation) via email to: application-portugal@enercon.de.

Location: Lanheses

Contact:

application-portugal@enercon.de



www.enercon.de/karriere