

## WE ARE LOOKING FOR TALENTED INDIVIDUALS TO JOIN OUR TEAM OF PROFESSIONALS

### SAFETY AND HEALTH OFFICER

#### DUTIES AND RESPONSIBILITIES:

- Perform all duties as specified in the OSHA and the Mauritius Fire code and such other laws and regulations as required
- Inspect all premises, assess all risks, make recommendations, initiate remedial actions, follow up through execution and submit the required reports
- Organise Safety and Health Committees and act as Secretary to the Committee, file minutes of meetings and submit to the Ministry, initiate and follow-up on all issues pointed out during the Committee
- Organise fire drills, training of employees and submit of drill reports to the Ministry
- Ensure that all files are kept up to date and filed as required
- Advise Management of safety matters taking into consideration its impact on the activities of a business
- Lead and manage new projects in the pipeline
- Identify potential risks and assist in managing the risk register for the department
- Follow up on budgets for safety and health projects
- Assist the Supervisor in ensuring that all legal requirements set by authorities are complied to
- Identify and make proposals for improving existing processes including contingency plans
- Provide PPE to staffs as required and ensure that staffs wear their PPEs at all times
- Maintain the legal register to ensure timely inspection of lifts and other machinery, fire safety, RCD Testing in all premises
- Liaise with relevant Authorities as may be required such as but not limited to the Fire Services, Dangerous Chemical Board, and Ministries
- Work and support in collaboration with other departments
- Perform other cognate duties as requested by Management

#### EXPERIENCE AND QUALIFICATIONS :

- Degree Holder in Occupational Health and Safety from a recognised University with 5-10 years working experience in a similar position
- The selected candidate will be required to use his/her own vehicle in the performance of the job
- Knowledge and experience in interpreting Acts, Regulations, Policies and procedures
- Excellent writing, drafting, reporting and communication skills
- Ability to work under pressure and meet tight deadlines

### SUPPLY CHAIN COORDINATOR

#### DUTIES AND RESPONSIBILITIES:

- Ensure proper functioning of the supply chain department
- Monitor movement of stock between warehouses and shops
- Identify and analyze stock discrepancies
- Ensure timely update of stock records
- Resolve day-to-day issues regarding movement of stock
- Prepare accurate stock reports to management
- Perform any relevant cognate duties that may be assigned from time to time.

#### EXPERIENCE AND QUALIFICATIONS :

- University degree in Marketing, Statistics or Business Administration or any relevant field
- Excellent knowledge of supply chain processes
- Have at least 2 years' experience in a supply chain department preferably in a warehouse environment
- Meticulous, rigorous and pays attention to detail
- Have an analytical mind and good communication skills
- A strong sense of time management and ability to handle multiple tasks
- Ability to work independently and within a team
- Must be able to work under pressure and meet strict deadlines

We offer a competitive salary commensurate to qualifications and experience.

Please send us your CV together with a motivation letter before the **30/09/2020** either by email to **hr@aldrex.mu** or by post to the attention of the Human Resources Manager, Aldrex Suppliers Ltd, Corner Baissac and Victoria Avenues, Quatre-Bornes

The Company reserves the right not to make any appointment as a result of this advertisement.

*Aldrex Suppliers Ltd. is an Equal Opportunity Employer and ensures that there is no discrimination towards candidates on the basis of race, national origin, religion, gender, age, sexual orientation, colour, physical or mental disability or any other basis protected by Law*



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