

## QHSE Officer - Logistics NUPCO Operating Project

Job Title	QHSE Officer		
Division	Logistics Division		
Department	Healthcare Logistics Department		
Section	Logistics NUPCO Operating Project		
Location	KSA	Direct Reports	NA
Reports To	Operations Manager	Version Number	1
External Relations	Project Customer	Guide Number	7980
Internal Relations	Operations/ Security	Job Code	

### Basic Function

The position is expected to maintain the Quality of the warehouse by monitoring the operations in safe manner. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- To ensure desired temperature condition in Warehouse.
- Escalate any deviation in temperature to the Customers.
- To train the staff in Safety and Quality SOPs of customer.
- To make the daily, Weekly and monthly inspection to all equipment and update the concern if any maintenance required.
- Ensure smooth operation of Docks and Doors.
- Ensure all outsource maintenance to be performed on time to time.
- To fill Operational Log as per customer's requirement.
- To fill and update all preventive maintenance documents, history card checks sheets etc as required by Customer
- To help in energy conservation measures.
- Keeping all documents online.
- Documentation of all work/activities.
- Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.

#### EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm,, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times.
- Overseeing and monitoring all the work activities in order to make sure that work and job related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles.

- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities.
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation.

### **Business Continuity**

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

## Competencies - Professional and Technical

### Behavioral Competencies

Communication	Level 4
Decision Making	Level 4
Influence	Level 3
Initiative	Level 4
Planning & Organizing	Level 4
Teamwork	Level 4

### Technical Competencies

Handling Customer Complaint Knowledge	Advanced
Local Regulations Compliance Knowledge	Advanced
Management of Health & Safety Knowledge	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced
Total Quality Management Knowledge	Advanced

### Competencies – EHS

- Knowledge of basic environment health and safety requirements
- EHS corporate objectives awareness
- Awareness of EHS requirements in the QEHS management systems
- Have attended EHS awareness training (if applicable)
- Awareness of Environment Health Safety incident reporting

### Organizational Competencies

Beginner

\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

### Decision Making

As per Level of Authority provide by Operations Manager.

### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

### Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.

or

Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position

or

Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position

\*Note: Industry Experience wherever its applicable

Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>
<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
<b>Employee Name:</b>			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>