

SHEQ Administrator

VACANCY: SHEQ Administrator

LOCATION: Chesterfield

ABOUT US:

Fusion Group is part of the AVK Group, who are market leaders in the design, manufacture and supply of valves, pipe fittings, hydrants and flow control equipment to the Water, Wastewater, Oil and Gas industries throughout the world. Fusion Group is our centre of excellence for the design, development, manufacture and supply of polyethylene and electrofusion fittings and equipment.

'The Fusion Group Strategy is to become the customers' preferred partner as the leading innovator, manufacturer and supplier of products and services for gas and water polyethylene pipeline systems worldwide'.

ABOUT THE ROLE:

This is an exciting opportunity for you to play a key part in keeping our SHEQ processes running smoothly - from maintaining documentation to coordinating audits and supporting various compliance activities across the business.

KEY RESPONSIBILITIES:

- Maintaining and updating SHEQ documentation, including policies, procedures, and records
- Support the administration of certified management systems (ISO 9001, ISO 29001, Achilles UVDB)
- Preparing reports, minutes, and SHEQ communications for employees and stakeholders
- Coordinating internal, external, and third-party audits, and track corrective actions
- Managing databases for incidents, NCRs, training records, and KPI performance data
- Assisting with product approvals and liaise with certification bodies
- Organising SHEQ training sessions and maintain attendance records
- Providing administrative support for environmental initiatives, including carbon accounting and energy management
- Acting as a point of contact for SHEQ queries and escalate issues where necessary

WHAT WE'RE LOOKING FOR:

- Strong administrative and organisational skills with excellent attention to detail
- Confident user of Microsoft Office and document management systems
- Ability to handle multiple tasks and meet deadlines
- Clear and professional communication skills
- Understanding of SHEQ principles or ISO standards (desirable but not essential)



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WHAT WE OFFER:

- A culture of shared values, goals, attitudes and business growth
- Employee Assistance Programme (Welfare and Wellbeing)
- Competitive salary
- 33 days holiday (including statutory Public Holidays)
- Life Assurance plan (x3)
- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, Days Out, Technology, Home and Travel)
- Companywide initiatives to share in our future success
- A blend of training to help your career development

We know that our people make the difference in the AVK Group, and we are looking for skilled, passionate, and driven professionals to work with our inspirational leaders; to promote our culture, enable change and champion a lean environment.

APPLY NOW – Please send your up-to-date CV to careers@avkuk.co.uk