

The Kersten Group of companies is an exciting and dynamic Group of companies with 21 operating companies and experience in the energy sector, industrial equipment, building & construction, trade, hospitality, car sales, healthcare and various other areas. For our Kersten (Oil & Gas) Training Academy we are looking for an experienced and driven:

## Quality and Compliance Coordinator

### Job Summary:

The Quality and Compliance Coordinator will be expected to perform Health, Safety, Environmental and Quality duties which follow well-established procedures and practices including maintenance of the Integrated Management System in accordance with international industry Standards and Guidelines.

The work involves varied tasks that include constant liaising with Employees from other departments – General Staff, Delegates, etc.

### Main responsibilities:

- The implementation of all aspects of the HSE and Quality Program relevant to his/ her operation
- Management of the Quality Function of Kersten Training Academy
- Implementation and Maintenance of the Integrated Management System in accordance with as ISO 9001/2018 Quality Management and / or ISO 45001/2018 Occupational Health and Safety, JOIFF, OPITO Standards and Guidelines.
- Integration of New Standards into the Integrated Management System
- Implementation and Maintenance of all Standards and Accreditations held by Kersten Training Academy
- Responsible for the Operational Audit Function of Kersten Training Academy (Both Internal and External – Clients, Accreditation Bodies, Contractor Audits)
- Management of the Rescue Equipment Management System
- Implement Action Plan for corrective measures resulting from Internal Audits, External Audits, Site Safety Inspection, Instructor Assessments, Quality Concerns, Equipment Defects, Management Review Meetings, Emergency Drills.
- The delivery of adequate safety instruction/ induction to each new employee as well as contractors when required.
- Documentation and addressing of all Quality Concerns which may arise from Delegates or Clients
- Address any negative feedback from Delegate Critique Forms
- Management of Delegate Feedback on a Monthly basis conduct Analysis and present to Management at Quarterly Intervals.
- Prepare all documentation for Management Review Meetings to meet regulatory and standard requirements
- Participate in HSE Committee Meeting and Activities
- Address all Medical cases encountered with delegates and follow up with Clients
- Assist in completion of tender document with regards to Quality when required
- Supplier Evaluation on an ongoing basis and updating of the Approved Supplier Logs
- Maintenance of Document control register and ensure adherence to the procedure
- Conduct periodic reviews of Training Programs and Associated Material and Implement Updates when necessary

## Experience and training:

- A completed Bachelor's education
- ASQ Certified Manager of Quality
- Certified Quality Auditor
- Must have at a minimum 5 years' experience in said or similar role.
- Administrative experience at a supervisory level will be an asset.
- Must be passionate, disciplined with strong analytical, negotiating, interpersonal and communications skills.
- Proficient in the use of Microsoft Office Suite.

## We offer:

- A pleasant and dynamic working environment in the rapidly developing offshore Oil & Gas sector of Suriname
- Personal development trajectory including industry specific training programs based on the international standards
- Growth and Development opportunities
- Market-based salary in accordance with knowledge and experience
- Good secondary employment conditions.

## Are you interested?

Send your application letter with CV no later than July 29, 2022 to: [humanresources@kersten.sr](mailto:humanresources@kersten.sr)