



## Senior SHEQ Administrator

**Location:** MITER Service Centre, Abingdon, Oxfordshire  
**Compensation:** Attractive Salary & Benefits  
**Role Type:** Full Time – 37.5 hours per week

### The Role

- To communicate all SHEQ requirements to the business
- Ensure SHEQ training is issued and completed
- Carry out administrative duties to support the SHEQ department
- Supervision of the SHEQ Administrator

### Essential Experience

- A working knowledge of Health & Safety, Environmental and Quality Management
- Proved Business Administration experience
- Solid organisational skills, including multitasking and time management
- A good communicator both written and oral
- Strong working knowledge of Microsoft office products
- Significant organisational and time management skills

### What we offer

Generous benefits including:

- Workplace Pension and Salary Sacrifice
- Group Life Assurance Benefit
- 25 days annual leave plus Bank Holidays
- Holiday purchase scheme
- Boost – Discounts available through our online employee reward site
- Paycare - free health cash plan
- SmartHealth – unlimited access to a 24/7 GP and other health and wellbeing experts

### Application Process

To apply, please forward an up-to-date copy of your CV to [hr@ameybriggs.co.uk](mailto:hr@ameybriggs.co.uk). Alternatively if you wish to discuss the position further including flexible working options, please get in touch.

If you have a disability or need any reasonable adjustments during the application and selection stages, please let us know. We are committed to building an inclusive culture where everyone's free to thrive.

Should you apply for this vacancy and provide your phone number and email, you are permitting us to contact you by these means in response to your application. You also acknowledge that you have read our privacy notice and that you consent to our processing your contact data in accordance with them.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2023

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