

Cobalt Energy Limited – Job Specification

Job Title:	Quality and Environment Coordinator
Reporting to:	Group Q&E Manager
Responsible For:	None
Salary:	£30k-£32k + £3k car allowance
Location of Role:	Home based with equal travel to Stoke and Wolverhampton sites

Job Purpose:

Would suit graduate with an interest in environmental management, or highly-organised career-changer who wants to learn new skills. Career development for the right candidate on experience and good performance. Training will be provided.

Home based but will require frequent visits to industrial sites in Stoke and Wolverhampton. Driving licence essential.

Roles and Responsibilities:

- Perform routine environmental compliance audits/inspections. Record results.
- Ensure any environmental incidents are logged onto our recording systems promptly.
- Produce monthly environmental KPIs for internal/external use.
- Assist with compiling reports for internal and external use.
- Maintain quality and environmental management system documentation.
- Receive and log incoming environmental reports.
- Perform quality and environmental checks on suppliers.
- Perform duty of care checks on waste management partners.
- Monitor the performance of quality and environmental objectives.
- Ensure residue samples are collected and despatched correctly from sites.
- Support Group Quality and Environment Manager with other business tasks as required.

Qualifications/Experience/Skills:

- High standard of IT literacy – good working knowledge of MS Office including Excel, PowerPoint and SharePoint.
- First-rate attention to detail, able to produce work to a professional standard
- Excellent organisational and time management skills
- Strong communication and interpersonal skills
- Pro-active, motivated and able to work independently
- Interest or experience in environmental management

Application details:

Please send a cover email and CV to the Group HR department: hr@cobaltenergy.co.uk

We would politely request no agencies please; we do have existing arrangements with agencies who perform an excellent service, but we maintain several approaches to the recruitment of new staff, and we are not looking for any new agencies at this time.