

Job Vacancy

Position: Technical Report Writing Assistant (3 positions)

A UK based health and safety consultancy is looking for qualified graduates to undergo training in technical report writing, and if successful will be employed by the company. The company wants to offshore its report writing department, so all positions will be based in Nigeria

Qualifications

- Minimum OND, HND, BSc or BA
- Not more than 40 years old

Location of job

- Live in Mbaise or ready to relocate

Essential Skills

- Very good knowledge of Microsoft office
- Advanced use and knowledge of Microsoft Word
- Good knowledge of excel and Microsoft Access

Experience (the following are what will be learnt during the training. So not very essentials)

- Risk assessments – the five steps of a risk assessment
- Knowledge of occupational health and safety (not very essential)
- Technical report writing
- Must pass the free training that will be provided (Introduction to health and Safety in U.K, NEBOSH Level 3 Training and introduction to NEBOSH Fire Safety Management)

Duties

- Use site inspection data to produce a technical report
- Use site inspection information to produce schematic drawings
- Manage company LinkedIn account and other social media spaces
- Carry out any assignment delegated to you
- Use company's software to produce report
- Send and reply to customers emails and enquiries
- Do quality assurance on products and services of the company
- Keep yourself up to date with trainings
- Help update information on company's website

Interpersonal skills

- Very friendly, honest, and reliable person
- Ready to accept mistakes and learn from it
- Ready to work as a member of a team and to get on well with colleagues

Candidates are encouraged to visit the company's website to familiarise themselves with relevant information about the organisation before submitting their CV.

Send your CV and application letter to the company's email info@safetydesk.co.uk