

Job Vacancy

Position: Technical Report Writing Assistant (3 positions)

A UK based health and safety consultancy is looking for qualified graduates to employ and train in technical report writing. The company wants to offshore its report writing department, so all positions will be based in Nigeria

Qualifications

- Minimum OND
- Not more than 40 years old

Location of job

- Live in or near Mbaise or ready to relocate for now. (We already have office opposite UBA Bank Eke Ahiara Junction Ahiazu Mbaise Imo State).

The training

- Risk assessments – the five steps of a risk assessment
- Introduction to technical report writing.
- Introduction to health and safety in the U.K.
- Introduction to fire safety.

Essential skills

- Very good knowledge of Microsoft office Word (Excel and Access will be added advantage).
- Very confident in the use of computer and typing.
- Very good command of the English language (speaking, reading, and writing)

Duties

- Send personalised emails to customers using already existing company email templates.
- Send and reply to customers' emails and enquiries using company email templates.
- 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.
- Carry out quality assurance on products and services of the company.
- Keep yourself up to date with trainings and industry trend.
- Help update information on company's website.

Interpersonal skills

- Very friendly, honest, and reliable person.
- Ready to accept mistakes and learn from it, and ready to work as a member of a team.
- Very good communication skill.

Candidates are encouraged to visit the company's website to familiarise themselves with the company's line of business and all candidates **MUST SUBMIT BOTH CV AND APPLICATION LETTER** to the company's email address **info@safetydesk.co.uk**