

Safety Desk consulting Ltd | HSE Report Assist Ltd

Tel: 02080894800 | [info@safetydesk.co.uk](mailto:info@safetydesk.co.uk) | [www.safetydesk.co.uk](http://www.safetydesk.co.uk) | [www.hsereportassist.co.uk](http://www.hsereportassist.co.uk)

### **JOB VACANCY: Technical Report Writing Assistant (4 Positions)**

A UK-based **Health and Safety Consultancy** with back-office operations in Nigeria seeks qualified and motivated graduates to join our growing team.

#### **Position Details**

- **Title:** Technical Report Writing Assistant
- **Location:** Adjacent to UBA Bank, Ahia Junction, Ahiazu Mbaise, Imo State
- **Salary:** From ₦100,000 monthly
- **Age Limit:** Not more than 40 years
- **Availability:** Must reside in or be willing to relocate to Mbaise

#### **Minimum Qualification**

- HND/BSc or higher in any relevant field (Public health or health and safety qualification will be an added advantage).

#### **Required Training (will be provided)**

- Health & Safety Risk Management (Five Steps of Risk Assessment)
- Technical Report Writing
- Introduction to Health & Safety in the UK
- Introduction to Fire Safety and Legionella Management

#### **Essential Skills**

- Proficient in Microsoft Word, Excel, and Access
- Excellent English communication skills (spoken and written)
- Confident computer and typing skills
- Ability to manage social media platforms effectively

#### **Key Responsibilities**

- Prepare and send professional client emails using company templates
- Draft technical reports based on site inspection data
- Create schematic drawings and upload reports using company software
- Support website and social media updates
- Conduct quality assurance checks on reports and services
- Perform other delegated administrative and technical duties

#### **Interpersonal Qualities**

- Friendly, honest, and dependable
- Strong teamwork and communication skills
- Willingness to learn from feedback and improve

Interested candidates should **visit our website** to learn more about our services.

**To apply:** You must submit your **CV and application letter** to **info@safetydesk.co.uk**.

*Do not fill out the "Request for Quote" form — doing so may lead to disqualification.*