



Group Quality Systems Co-ordinator

Are you a great communicator, organised with good analytical skills?

What you'll be doing...

Working as a member of the Compliance team you will support the Group IMS Manager to drive continuous improvement throughout the 2M Group. Day to day, you will take part in

- Monitoring compliance to applicable ISO standards through our internal audit program. Ensuring that corrective and preventative actions identified from audit findings are closed in a timely manner
- Acting as the SHEQ representative for the Head Office (2M House) you will ensure compliance to legal obligations
- Promoting the Health & Safety (H&S) culture through hazard report reporting, you will chair the H&S committee meeting and liaise with the Head of OH&S Compliance with regards to local SHEQ activities
- Assist in the preparation of IMS Reports, taking an active role during IMS review meetings with Business Directors
- Create, review, update and communicate group procedures and management documents. Managing the Group IMS register and document control process
- This role involves regular travel across the 2M Groups UK sites, (Runcorn, Leeds, Elland, Liverpool, Leicester Middlesbrough, and Milton Keynes)

Your background...

Must have...

- Strong written communication skills; confident and persuasive verbal skills
- Proficiency with Microsoft Word, PowerPoint, and Excel
- Excellent analytical and problem-solving skills
- Knowledge of ISO standards 9001, 14001 and 45001
- Experience of Internal auditing

Would be nice...

- Experience working at a chemicals company or a chemicals distribution company.
- IOSH Managing Safely / NEBOSH General Certificate
- Internal auditing qualification

What we can offer you...

- Based in Runcorn
- Flexible working hours
- Career development opportunities
- Dynamic and friendly team environment
- Generous holiday allowance with buy/sell holiday scheme.
- Excellent contributory pension scheme

A bit about us...

Maintaining a portfolio of Material & Life Science companies, the 2M Group of Companies is committed to delivering chemistry-based solutions for a better life today and a better world tomorrow.

The 2M Group of Companies is headquartered in the UK with customers in over 90 countries and have established a strong presence as market leaders in the chemical industry since our formation in 2004.

We are a friendly team with an innovative culture that works together to get things done. We trust everyone equally and fairly and encourage our people to be truly creative and think outside the box.

Sound like a good fit? email recruitment@2m-holdings.com to apply.