

**WE ARE
INVISIBLE.**

YOU ARE NOT!

FUCHS is the world's largest independent supplier of innovative lubrication solutions, covering almost every industry and application. Our products and solutions keep the world moving even though they are not always visible. What matters is that each of our over 6,000 employees in over 50 countries is visible – their entrepreneurial spirit, ideas, and skills are the foundation of our global business. Come be seen at FUCHS by joining us as:

HSEQ Coordinator

Location: Hanley, Stoke-on-Trent

Hours of Work: 9.00am – 5.00pm Monday to Friday (35 hours per week).

Your areas of responsibility:

Reporting to the Quality Assurance Manager, your areas of responsibility will be:

- Ensuring the maintenance of all external certifications including ISO 9001, ISO 45001, ISO 14001, ISO 50001, IATF 16949, AS 9100D & GMP
- Ability to host and support 2nd and 3rd party audits/inspections over all management systems.
- Supporting departmental managers in the creation and maintenance of process definitions and work instructions.
- Completing internal audits for the management system.
- Ensuring the completion and closure of non-conformities.
- Participation in meetings related to the management systems and site activities to include taking and reporting meeting minutes.
- Completing KPI trend analysis.
- Investigating customer complaints.
- Collection of site data and analysis of this data including internal reporting.
- Ability to co-ordinate internal investigation and lead collaboration for problem solving.
- Actively supporting departmental managers to ensure customer expectations and regulatory compliance.
- Continuous improvement projects to achieve management system strategic goals.
- Maintaining housekeeping standards.

Qualifications we are looking for:

- The candidate will have strong administrative skills, particularly using Word, Excel and PowerPoint, excellent time management, ability to prioritise workload and attention to detail.
- Have internal or lead auditor training.
- Be a strong communicator.
- Have previous experience within the manufacturing industry and management systems.

These are your benefits:

- Competitive Salary + Annual Bonus + Additional Benefits (including holiday entitlement above statutory, pension scheme, employee assistance programme, free on-site parking, discounted private medical cover, training opportunities).

Come be seen at FUCHS – join our team and move the world with us!

<https://www.fuchs.com/uk/en/careers/jobs-at-fuchs/vacancies/>

MOVING YOUR WORLD

