

## SHE INTERN (PIETERMARITZBURG)

📅 2022/12/20

Reference Number

00323

Description

Are you ready to embark on a rewarding and enriching internship experience, with a one-of-a kind company? Are you a dynamic and exceptional individual ready to learn and discover countless learning opportunities growing with a team of exceptional professionals?

Then Belgotex is looking for you!

We are inviting suitable candidates to apply for the SHE Intern role within Belgotex's Sustainability department.

The successful candidate will support the implementation of the sustainability and SHE goals and objectives of the Sustainability Team, and Belgotex, with particular focus on waste management, safety communication and visual management. The role will report to the Chief Sustainability Officer.

Requirements

### Position Duties and Responsibilities:

- Perform all admin and adhoc duties as defined and assigned by the SHE Officers and Sustainability Co-ordinators, under the guidance of the CSO.
- Participate in team meetings, KPI reviews, SHE Committee meetings and Management Reviews
- Prepare minutes of meetings and Genchi Genbutsu's and circulate them to stakeholders timeously.
- Participate in internal and external SHEQ and legal audits and work with the relevant managers and monitor and report to SHE Committees and management on the implementation and closure of corrective and preventative actions.

### SHE Performance Communication

- Develop a mechanism through which near misses, incidents, and audit findings, as well as preventative actions and best practices, can be shared with the business in order to improve the consciousness and understanding of SHE performance.

### SHE Visual Communication

- Conduct a site assessment of current safety signage and communication methods.
- Develop a new SHE Communication standard for visual communication, and work with relevant stakeholders to implement it, using the site assessment outcomes as a baseline for improvement.
- Ensure that the implementation of the standard is monitored, and improvements made.
- Guide relevant managers on visual communication requirements on monthly basis.
- Develop and co-ordinate a Monthly Management Walkabout/Genchi Genbutsu schedule and ensure it is implemented.

### Waste Management

- Support the Sustainability Co-ordinator on the implementation, monitoring and evaluation of the waste segregation system in production, logistics and admin areas.
- Report on compliance with waste segregation standard on a weekly/monthly basis.
- Guide relevant managers on the transition to the new waste management requirements for the factory, as defined by the Sustainability Co-ordinator and Circularity Specialist.

### Educational requirements

- Grade 12 and,
- A completed BTech, Diploma or Degree in Environmental/ Safety Management/SHEQ related qualification.

### Required Technical and Soft Skills:

- Computer literate and proficient in MS Office productivity tools (Outlook, Word, Excel, PowerPoint)
- Excellent verbal, written and interpersonal communication and engagement skills
- Ability to effectively communicate with internal and external stakeholders
- Must be able to work under pressure and meet deadlines
- Maintain a positive attitude and providing exemplary customer service
- Ability to work independently and carry out assignments to completion within parameters of instructions given and standard accepted practices
- Ability to multi-task
- Ability to take initiative and make decisions
- Continuous learning – a curious mind
- Good organisational skills

Belgotex is an equal opportunity employer and is committed to Employment Equity, Transformation, Diversity & Inclusion

Work Level

Student/Graduate

Job Type

Contract

Salary

Market Related

Duration

9 - 12 Months

EE Position

No

Location

Pietermaritzburg



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