

JOB TITLE: CIQ & HSE Manager

THE JOB ROLE

OVERVIEW

To initiate, maintain and execute the quality management system ensuring its compliance to ISO9001, SQS-D, Swagelok policies and Swagelok Indonesia customer requirements. Proactively instill a quality culture and mindset and making continuous improvement a normal way to work. Strongly believe and encourage maintenance of effective & efficient management system to achieve sustainable objectives. Act as a liaison with Swagelok and external parties for product quality issues. To also lead health and safety initiatives to ensure a conducive environment for all Swagelok Indonesia associates.

Job Title	CIQ & HSE Manager	Department	CIQ & HSE
Reports To	COO	No. of Direct Reports	0
Contract Period	Permanent	Located	Jakarta – Infinia Park
Language Skills	English	Travel	Yes, some
Relevant Experience	5 to 7 years preferred	Education	Bachelor Degree in Engineering / Quality Management System
Remuneration	Salary and health insurance		

JOB ROLE OBJECTIVES

This section highlights the major objectives within the role and what is to be achieved

Overall lead for the **compliance and effectiveness of Swagelok Indonesia's Quality Management System** (ISO9001, SQS-D, Swagelok Policies, Customer Requirements). Acts as Subject Matter Expert (ISO9001, SQS-D, Swagelok Policies, Customer Requirements) and **promptly communicate any updates, provide training to the organization and external parties** as appropriate. **Lead the Internal Auditor Program** for the organization (Recruitment, Internal Auditor Development, Internal Audit Execution and Internal Auditor Evaluation). **Lead and host annual Management Review Meetings. Lead and facilitate external audits** (ISO9001, SQS-D and customer audits), **Lead assessment of 3rd party supplier quality management program, assessment and audits.**

To implement **Quality** core values in the organization through timely and efficient **Product Return Handling** (Customer Satisfaction). Proactively instil a **Continuous Improvement** culture and mindset, making it a normal way to work via **campaigns, knowledge sharing, gap identification and usage of Problem Solving Tools.** Support and process **Quality Notes** submitted and the issuance of **Corrective Action Reports** to relevant internal and external parties.

Responsible to lead in the development, monitoring and implementation the organizations' **Health, Safety & Environment** policies and procedures at Head Office, Service Center and Warehouse in Singapore and Indonesia (Jakarta). To ensure **Environment, Building Maintenance and Security Management** operation is compliant with Safety & Health legislative and regulatory requirements. To support promote and initiate awareness to associates and react promptly to any issues that may jeopardize associate's health and safety while working hand in hand with **Safety Health Committee.**

CORE COMPETENCIES REQUIRED

Indicate the observable behaviours that demonstrate the knowledge, skills and abilities that the employee should have.

Competencies	Behavioural Descriptors
Technical Knowledge	<ul style="list-style-type: none"> • Strong knowledge of ISO 9001:2015 and its application. • Strong knowledge of Indonesia Work Safety Act and Law • Strong knowledge and experience in Internal Auditing • Proactively Seeks New Skills: Takes advantage of opportunities to build new technical expertise; seeks knowledge from subject matter experts when needed. • Helping Others: Serve as a credible resource by sharing technical knowledge with others

<p>Collaboration</p>	<ul style="list-style-type: none"> • Delivering Accurate and Clear Information and Ready to Assist: Willingly and openly shares information with others in a timely manner; readily offers support for others whenever possible. • Building/ Maintaining Relationships and Fostering Cooperation: Builds relationships with colleagues and works cooperatively with others in alignment with team objectives.
<p>Interpersonal Skills</p>	<ul style="list-style-type: none"> • Addressing Others’ Concerns: Takes time to actively listen, observe, ask questions and provide assistance to others when needed. • Considering Implications for Others: Demonstrates awareness of own personal working style and how that style impacts the team or the customer.

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THE CANDIDATE

OVERVIEW

- Bachelor Degree of Engineering or Quality Management System with strong skill and knowledge
- Have strong knowledge of ISO 9001:2015, Indonesia Work Safety Act and Law, with its applications
- Certification of Occupational Health and Safety (OHS) (Ahli K3 Umum – AK3U) is required
- 5 to 7 years of experience in related role
- Hard working and energized by a fun, dynamic, customer focused environment
- Curious investigation, proactive, able to “think outside the box”
- Well-developed communication and analytical skills
- Good knowledge of fluid systems, oil and gas industry, technical applications etc.
- Good problem-solving skills and focus on quality

COMPANY BACKGROUND

Swagelok Indonesia is the exclusive authorized Sales and Service Representative in Indonesia for products manufactured by Swagelok Company.

Swagelok, a \$1.8 billion global company, is the world’s leading fluid system component manufacturer.

Headquartered out of the US, with a 70 year history and manufacturing facilities all over the world, our product portfolio includes valves, fittings, quick connects, filters, hoses, pressure management products, automated products, sensors, welding systems, and other fluid system components which have been used successfully in some of the most demanding applications in oil and gas, aerospace, chemical processing, oil refining, nuclear research, power generation, the semiconductor industry, and more.

We have a main office and extensive warehouse / technical facilities in Jakarta and a regional office in Singapore to support customers in Batam and provide logistics and project support.

VALUES and ETHICS

Swagelok Indonesia is an equal opportunities employer and we pride ourselves in putting values at the forefront of our business. We care passionately about all of our associates and their ongoing training and development. All employees will receive an enrolment in the online Swagelok University to develop their skills and knowledge of Swagelok products, applications, markets and their job roles.

Our Swagelok values of **Integrity** and **Respect** guide every interaction with each other and with customers.

Business is always conducted ethically and fairly. All associates are required to sign our Code of Conduct which holds everyone accountable to the highest standards of corruption-free business practices.

