

Job Title	CIQ & HSE Manager	Department	CIQ & HSE
Issued Date	December 2023	Approved Date	December 2023
Prepared By	Human Resources	Approved By	Chief Operating Officer
Reports To	Chief Operating Officer	Working Location	Jakarta

POSITION SUMMARY

Describe the primary purpose and function of this job.

To initiate, maintain and implement a quality management system to ensure its compliance with ISO9001, SQS-D, Swagelok policies and Swagelok Indonesia customer requirements. Proactively instill a quality culture and mindset and make continuous improvement a normal way of working. Strongly believe in and encourage the maintenance of an effective & efficient management system to achieve sustainable goals. Act as a liaison with Swagelok and external parties for product quality issues. Also leads health and safety initiatives to ensure a conducive environment for all Swagelok Indonesia partners.

ESSENTIAL DUTIES and RESPONSIBILITIES

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

- Lead the compliance and effectiveness of Swagelok Indonesia's Quality Management System (ISO9001, SQS-D, Swagelok Policies, Customer Requirements).
- Acts as Subject Mater 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 Canter and Warehouse in the Company
- 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.
- Other duties as assigned.

CORE & FUNCTIONAL COMPETENCIES

Competencies	Descriptors
Communication	Communicates verbally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.
Planning & organizing	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Considers potential changes and proposes contingency plans
Analytical Thinking	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions
Change Management	Demonstrates openness to new situations. Contributes with ideas and innovative approaches to enhance work processes and procedures.
Client Orientation	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.

Leading Your-Self	Comprehensive self-influence perspective that concerns leading oneself toward performance of naturally motivating tasks as well as managing oneself to do work that must be done but is not naturally motivating. The practice of understanding who you are, identifying your desired experiences, and intentionally guiding yourself toward them. It spans the determination of what we do, why we do it and how we do it.
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REQUIREMENTS

This section is designed describe what knowledge, skills, and abilities are required to perform the daily tasks and job duties.

- 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

Acknowledged by,

Date:

