

Join one of the largest employers on the island, be part of the new bus service!

**Cyprus Public Transport is now seeking to recruit:**

## **QUALITY AND SAFETY OFFICER**

### **The Role**

To assist the Health & Safety Manager in the development, and correct operation of the company's Safety Plan. The Quality and Safety Officer will play a key role in collaborating regularly on internal and external audits of Safety and Quality to ensure that the Company continuously maintains ISO standards and Quality Compliance.

### **Key Duties and Responsibilities include but are not limited to:**

- Maintaining the Quality and H&S Management systems.
- Elaborating and updating the documentation and procedures for ISO system management and carrying out regular inspections around the workplace.
- Collaborating on internal and external audits on ISO standards.
- Assisting with the follow-up of facilities' risk assessments and their implementation.
- Identifying black spots within the routes.
- Developing and carrying out Safety trainings.
- Assisting when major accidents happen.
- Elaborating Safety report while being attentive to detail and ensuring all important data has been properly collected.
- Collaborating with other departments in the company, mainly Control Room, to ensure all the information about accidents is properly collected and stored in the system.
- Monitoring safety KPIs regularly.
- Annually revising, developing, and carrying out a follow-up of a Safety Plan approved by the Company.
- Holding regular meetings with the Environmental and Health and Safety Committees.
- Keeping updated with the latest trends and policies on Quality and Safety regulations in Cyprus.
- Any other ad-hoc tasks that might be required from time to time.

### **Qualifications and Experience**

- Minimum working experience of 1-3 years.
- Health and Safety and Quality background and experience will be considered as an asset.
- Higher Education degree; preferably in law or a health and safety related field.
- Ideally have knowledge of Health and Safety related legislation.
- Knowledge of ISO standards would be preferred.
- Demonstrates a High Level of Confidentiality, Tact, and Diplomacy.
- Proficient communication skills, both written and verbal, of English and Greek languages.
- Strong administrative and organizational skills.
- Can work well under pressure and in fast-paced environments.
- Excellent knowledge and use of MS Office, especially Excel.
- Ability to work with accuracy and attention to detail.
- Be a team player.

### **What we offer**

- An attractive remuneration package.
- 21 days of paid annual leave.
- Provident Fund contribution after successfully completing six (6) months of employment.
- International private health insurance.
- Continuous training
- Career development opportunities

Interested applicants must forward their Resume at [hr@publictransport.com.cy](mailto:hr@publictransport.com.cy) quoting the reference **QSO/CPT/0524**.

All applications will be treated in strict confidence.

Please note that only successful candidates will be contacted.