

## Internal Vacancy

We currently have a vacancy for a **Compliance and Health and Safety Administrator** based in the HR Department at Head Office.

This role is full time, Monday to Friday and the post holder will report to the Compliance & Health and Safety Manager.

The successful candidate will provide professional administration and operational support to the Compliance, Health and Safety Manager, contributing to the smooth running of compliance at all locations (including Head Office, regional offices and client sites).

You will need:

- Excellent communication and PC literacy skills.
- The ability to multi-task.
- To be able to work within a team and autonomously.
- Strong administration skills.
- Excellent organisational skills.
- To be able to maintain confidentiality.
- To be adaptable.
- To be willing to undertake training and development opportunities/studies such as in Health and Safety.

The Job Description is attached, if you wish to apply please provide your application letter and CV to [Andrew.Bryan@regentsamsic.com](mailto:Andrew.Bryan@regentsamsic.com)  
Closing Date for applications is: Friday 21 February 2019.

HR Use Only:

Issued By	Issue No	Issue Date	No of Applications Received
HR/BBW	2010/71	12022019	