

TITLE: EHS Staff**REPORTS TO: Head of Operations****DEPARTMENT: Operations****LOCATION: Vinh Yen****JOB SUMMARY:**

EHS Staff will have the primary responsibility for the EHS activities planning and implementation. This will also include training, setup, maintenance and continuous improvement of the perfect EHS working environment. The EHS Staff will work in a cross-functional environment, working heavily with the operations team, GA, local authorities to build up safety operation. You will need to have a good understanding of government requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Check the safety work of all contractors, suppliers entering or installing equipment in the factory
- Coordinate with other departments in creating a safe working environment, according to the government's standards on occupational safety and the Company's regulations.
- Identify hazards and assess risks in the Factory, propose to the leadership control measures to prevent occupational accidents and incidents.
- Training internal rules and regulations on safety and environment for contractors & employees.
- Monitoring daily safety & environmental activities at the factory, ensuring compliance with the factory's rules and regulations.
- Chemical, hazard waste safety management at the factory.
- Work with vendors and customers to collect documents relate chemical.
- Prepare periodic report (quarterly , yearly).
- Maintain safety and fire prevention equipment in good condition
- Continuous improvement projects with the Operations team
- Re-thinking and redesigning various processes
- Other duties as assigned

NORTHSTAR/POLARIS VALUES

- High integrity.
- Passion for excellence: results-driven individual capable of a high level of execution.
- Problem solver: Intellectually agile. Sees multiple sides of issues and flexes to drive solutions.
- Leadership: Confident and engaging, with the courage to challenge as required.
- Innovative mindset, with ability to identify and act on key opportunities for improvement.
- Team player: See Essential Duties & Responsibilities, Culture
- Employee development: See Essential Duties & Responsibilities, Talent

SKILLS, KNOWLEDGE & EDUCATION:

- University graduated in EHS
- 1+ year of experience in similar field
- Deeply understand government EHS regulations
- Proficiency in Microsoft products (Excel, Outlook, Word, etc.)
- Self-starter
- Excellent verbal & written communication skills in both Vietnamese & English
- Continuous improvement mindset
- Capable of mapping our current processes and recommending new processes for improvement
- Excellent organizational, problem solving, and time management skills

WORKING CONDITIONS:

- Fast paced working environment