**The difference is you.** Because exceptional solutions require exceptional people. We are looking for a highly motivated and well-organised individual to join our Health & Safety/Quality team.

**Health & Safety/Quality Administrator**

Kärcher (U.K.) Ltd are looking for a **Health & Safety/Quality Administrator** to provide assistance to the H&S Consultant on all matters relating to Health & Safety and administrative support to the HR Manager to enable improvements to be made to our quality management systems and processes. The main tasks associated with this position are helping to support the development and review of H&S policies/procedures; maintaining the H&S management system; facilitating H&S/ISO audits and attending all H&S/Quality meetings to provide accurate minutes for the attendees.

We are looking for an individual who has a strong attention to detail; has the ability to prioritise work and is used to meeting strict deadlines in a busy environment. You must be able to establish good working relationships with colleagues on all levels and have a drive and passion for Health and Safety/Quality.

The successful candidate will be able to demonstrate excellent administration skills gained from experience in a similar role and be willing to work towards a qualification in Health & Safety. A good working knowledge of BSI Quality Management Systems (ISO 9001) is desirable for this position.

Kärcher (U.K.) Ltd are able to offer a competitive benefits package, career development and the Company will be relocating to brand new, purpose-built premises during 2016, within Banbury.

Please send your application, to include a CV and a covering letter, to [recruitment@karcher.co.uk](mailto:recruitment@karcher.co.uk) for the attention of Jo Wheeler, HR Advisor or call 01295 752162 for further details.