

A leading and reputable company in the Manufacturing Industry which provides products for building, infrastructure and construction services within East Africa, seeks to fill the vacant position of **Integrated Management Systems Intern** based in Nairobi-Embakasi. The position is a temporary one (6 months – 1 year renewable upon satisfactory performance).

Purpose

Reporting to the Integrated Management Systems Administrator, with frequent consultations with and guidance from the IMS Director in- Charge, the Integrated Management Systems Intern will be taken through a learning process while assisting in the implementation, maintenance and improvement of the Integrated Management Systems within the group of companies.

Key Duties/ Responsibilities

1. Assist Identify, develop, establish, improve and maintain Company's Integrated Management Systems , standard operating procedures, work instructions , flowcharts, forms, records, data management, internal processes, customer satisfaction and improvement opportunities closely with the various process owners (sectional/ departmental heads);
2. Assist plan and perform Internal Audits of Company Systems in order to assure compliance with relevant ISO requirements and established and approved guidelines and procedures for Company's business processes;
3. Assist Coordinate ISO re-certification activities and internal surveillance audits.
4. Assist develop and maintain all manuals, forms other documents as per the requirements of relevant ISO standards;
5. Assist provide follow up activities to ensure adherence to written and approved practices;
6. Assist identify areas of non-compliance within the businesses pre-defined procedures suggesting improvements where possible;
7. Assist conduct internal training and sensitize employees on Integrated Management Systems;
8. Assist generate required reports;
9. Run and analyze statistical data when required

Academic and professional Qualifications and experience required

- A bachelor's degree/diploma in any business management, science, engineering or any other related field
- Relevant Training and / or Certification in Microsoft Office Suite and Google Docs, Project Management Tool
- Relevant Training in and/or awareness on of ISO 9001, 14001, ISO 45001 and ISO 19011 Standards and typical company processes.

Key Skills and Competences

- Strong Analytical,
- Extremely detail-oriented, efficient, able to multi-task, prioritize and follow projects through to completion.
- Results driven with a strong customer service orientation.
- Safety conscious and able to apply methodologies to improve processes.
- Self-starter, high energy level with strong interpersonal and communication skills.
- Ability to work independently, work collaboratively with team, manage implementation schedule, work to resolve issues and escalate issues before an issue becomes a problem.
- Highest level of personal and professional integrity.
- Proficient computer skills with all Microsoft Office applications.
- Ability to work under pressure in a professional manner.

How to Apply

Interested and suitably qualified individuals should forward their application letter, copies of certificates, current certificate of good conduct, testimonials and an updated CV indicating their availability period, current and expected salary to the Human Resource Manager, employment@kbcl-group.com and copy hr.mgr@kenyabuilders.com not later than COB 22nd April, 2022.