

Documentation coordinator Dow Chemical Terneuzen



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentieX.nl/x-714670-z>

Jouw baanAbout this function

Are you a self-starter? Do you master the English and Dutch language? Are you a critical and a proces thinker? Then you are the person Manpower is looking for!

Role Description

You will coordinate all ODMS activities, provide support to one or more departments and support the department leader(s) in meeting ODMS requirements by actively monitoring ODMS related activities, defining gaps and helping to close the gaps. This includes:

- Support department(s) leadership in achieving compliance with ODMS and external requirements
- Act as Focal Point for number of common management system elements
- Implement, update and improve processes and documentation as required by ODMS for the assigned department(s)
- Implement and check Management of Change process and review document changes
- Train employees in ODMS elements
- Assure, in cooperation with Training and Document Coordinator, that work processes, documentation and file share security is in place, up to date and in compliance with all ODMS requirements.
- Make plan of approach for updating department procedures in line with global requirements
- Set up metrics/dashboard for department related to compliance with ODMS elements
- Update, planning and execution of Self-Assessment program
- Check whether root causes performed in the department are carried out correctly and input is in

compliance with requirements
 The ODMS Coordinator is expected to be able to independently assess compliance with ODMS elements to one or more departments. You will need to define the gaps and create plans to close these gaps. Furthermore you will assist department personnel and leadership to take the appropriate actions according to ODMS requirements. The ODMS Coordinator will also be the Element Focal Point (EFP) for a number of the Common Management System elements for the assigned department(s) and will be responsible for carrying out applicable Self-Assessments. About the company
 Dow combines the power of science and technology in order to improve things that are essential to the



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progress of human kind. Dow Terneuzen is Dow Chemical's second biggest production location in the world. Almost 1700 people are actively working at Dow Terneuzen. Working at Dow is special.

The working hours will be between 8.00 and 17.00.

What is in it for you

- Gross month salary between 2.000 and 2.500 euros
- Travel allowance of 0,19 euro per kilometer
- Challenging position within a young organization
- Fulltime job of 40 hours a week Jouw profiel

You:

- have at least a MBO level 3 diploma
- have at least 1 years of working experience
- experience with Dow tools and systems and knowledge of management systems (ISO 9001, ISO 14001) would be an advantage
- master the Dutch and English language (written & oral)
- have advanced knowledge of Microsoft Office Desktop applications
- are available 40 hours a week
- live within 75 kilometers from Terneuzen
- have strong analytical skills
- have excellent planning & organization skills
- have the ability to work towards tight deadlines
- work independently, show initiative, are self-motivated and accountable

Do you match the profile? Please apply via the button solliciteer direct.

We have included a questionnaire in the first part of the application to increase efficiency. By finishing the questionnaire you will be notified if you will be in the running for the job.

Is this vacancy still online on the Manpower website? Then you can still apply for the job!

We look forward to your online application!