



## ZIMCO GROUP (PTY) LTD

### NOTIFICATION OF INTERNAL VACANCY

#### 1. VACANCY

Company: Sondor Industries Pty Ltd Position: SHEQ Administrator (CT)

#### 2. THE COMPANY (Synopsis)

Sondor Industries (Pty) Ltd, a leading manufacturer and converter of expanded closed cell Foam and related products for various industries and applications requires the services of a **SHEQ Administrator** for our Head Offices based in Parow, Cape Town.

#### 3. KEY OBJECTIVE (Position Description - Key Objective)

To position requires that the successful candidate update, maintain and review the company SHEQ procedures and operational SOP's, facilitates and conducts associated internal audits and assist with other SHEQ functions required. The incumbent will provide technical and functional support to the SHEQ Manager and the branches nationwide.

Reporting to: SHEQ Manager  
(Designation)

#### 4. MINIMUM REQUIREMENTS (Position Description - Specifications)

1. **Education:** Grade 12/ Senior Certificate or equivalent
2. **Qualifications:** ISO 9001:2008, ISO14001:2004 and OHSAS 18001:2007
3. **Experience:** 5 years working experience in a production environment and proficient in compiling of SHEQ procedures and SOP's
4. **Other:** Good interpersonal skills; Valid drivers license and own transport
5. **Duties:** Update, maintain and review SHEQ policies and SOP's  
Conduct internal audits and assists with SHEQ functions  
Provide technical and functional support.  
Working knowledge and understanding of ISO TS 16949 would be an advantage.  
Incumbent must be able to work in a pressured and dynamic environment and is performance driven.

#### 5. APPLICATION

Interested employees may submit their application together with a comprehensive curriculum vitae, marked "Private & Confidential", by not later than the 2 February 2012 to: Marco Devoti  
Address: PO Box 923, Sanlamhof 7532.  
Date: 18.01.2012

Signature: 

#### Please Note:

You are required to inform your immediate Supervisor about your application prior to submission. In the event you offered the position, you must inform your HR Department immediately to facilitate a smooth handover of your current responsibilities. Failing this may render your application and/or appointment void.



## ZIMCO GROUP (PTY) LTD

### NOTIFICATION OF INTERNAL VACANCY

#### 1. VACANCY

Company: Sondor Industries Pty Ltd Position: SHEQ Officer (Jhb/PTA)

#### 2. THE COMPANY (Synopsis)

Sondor Industries (Pty) Ltd, a leading manufacturer and converter of expanded closed cell foam plastics and rubbers requires the services of a **SHEQ Officer** for our Gauteng branches located in Pretoria and Johannesburg.

#### 3. KEY OBJECTIVE (Position Description - Key Objective)

To position requires that the successful candidate update, maintain and review the company SHEQ procedures and operational SOP's, facilitates and conducts associated internal audits and assist with other SHEQ functions required. The incumbent will provide technical and functional support at the branches.

Reporting to: Branch Manager/s  
(Designation)

#### 4. MINIMUM REQUIREMENTS (Position Description - Specifications)

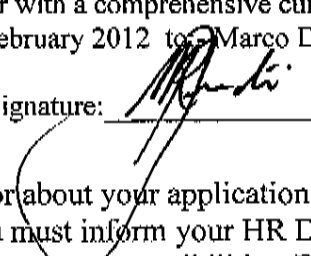
1. **Education:** Grade 12/ Senior Certificate or equivalent
2. **Qualifications:** ISO 9001:2008, ISO14001:2004 and OHSAS 18001:2007
3. **Experience:** 5 years working experience in a production environment and proficient in compiling of SHEQ procedures and SOP's
4. **Other:** Good interpersonal skills; Valid Drivers license and own transport essential.
5. **Duties:** Update, maintain and review SHEQ policies and SOP's  
Conduct internal audits and assists with SHEQ functions  
Provide technical and functional support at both branches.  
Working knowledge and understanding of ISO TS 16949 would be an advantage.  
The position requires that the successful candidate commute between the two branches and be able to work as part of a team, and able to work in a pressured and dynamic performance driven environment.

#### 5. APPLICATION

Interested employees may submit their application together with a comprehensive curriculum vitae, marked "Private & Confidential", by not later than the 2 February 2012 to: Marco Devoti

Address: PO Box 923, Sanlamhof 7532.

Date: 18.01.2012

Signature: 

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You are required to inform your immediate Supervisor about your application prior to submission. In the event you offered the position, you must inform your HR Department immediately to facilitate a smooth handover of your current responsibilities. Failing this may render your application and/or appointment void.