

Job Description - Compliance and Management Systems Specialist II (Temporary Employee)

Position: Compliance and Management Systems Specialist II

Reports To: HSE Manager, Compliance and Management Systems

Status: Temporary Employee

Function: GHSE Department

Basic Function and Scope of the Position:

Responsible for supporting the development, planning and implementation of health, safety and environmental programs within Illumina's global operations.

Tasks and Responsibilities:

- Responsible for the implementation and ongoing maintenance of environment, health, safety and environment compliance programs for Illumina locations.
- Responsible for the development of ISO compliant Health, Safety and Environment Management System (HSEMS) procedures and processes.
- Provides consultation to the Regional HSE Representatives, or designee on HSEMS related items.
- Support the development, implementation and ongoing maintenance of the HSE Information Management System (EiMS), Agile, Illumina Occupational Health Program (IOHSS), Producer Responsibility and Sustainability GRI Database.
- Support the development and sustainment of the new Occupational Health and Safety System with new processes.
- Lead the effort to develop an audits and inspection program at Illumina including system configuration of EiMS application with Eversync functionality.
- Develop the Powered Industrial Truck program with training for all locations.
- Support the sustainment of producer responsibility reporting in countries where Illumina has a legal entity (i.e. WEEE, RoHS, etc.) with support from Environ.
- Conduct training as needed for Illumina locations.
- Support the development of HSE metrics for new systems and act as a back-up to the Compliance and Management Systems Specialist for reporting.
- Other duties as assigned

All listed tasks and responsibilities are deemed as essential functions to this position; however, business conditions may require reasonable accommodations for additional task and responsibilities. If interested in this role, please email directly Jen Parzakonis at Jparzakonis@illumina.com.

Preferred Educational Background:

- Bachelor's degree or equivalent in Engineering, Environmental Health and Safety or related field preferred.

Preferred Experiential Background:

- 6-10 year's relevant experience.
- Experience in ISO14001, OHSAS 18001 and Integrated Management Systems preferred.
- Experience in developing and using HSE Information Management Systems preferred.
- Experience with Cal/OSHA, Fed/OSHA and environmental compliance requirements.
- Experience in Microsoft Office (i.e. Outlook, Access, Word, Excel, Visio, and PowerPoint).
- Able to manage multiple tasks in a fast paced environment with strong attention to detail.
- Excellent oral and written communication skills are required.
- High level analytical, interpersonal, organizational and computer skills.
- Independent judgment is exercised in performance of duties.