



**AXIS FACILITIES MANAGEMENT SDN BHD**  
(based at PJ)

We are an established group inviting suitable and qualified candidates to join our dynamic and forward thinking team as:

**Health, Safety, Security & Environmental (HSSE) Manager**

**Job Responsibilities:**

- Draft, produce, implement, enforce and review HSSE System, Policy and Procedure
- Prepare and submit Monthly HSSE & Energy Audit Report to Head of Facilities Management
- Conduct regular HSSE and Emergency Response Program trainings and reviews – create awareness to employees and employer
- Code of Compliance – To apply, renew, maintain and update relevant code of compliance for all assets under management
- Maintain relevant HSSE logs and documentation
- Participate in detailed incident investigations and Root Cause Analysis • Promote incident prevention for the benefit of employees and visitors
- Liaison person with the relevant authorities – BOMBA / DOSH / DOE / etc.
- Undertake the induction training, safety meetings, briefings and audits at workplace
- Facilitate day to day operations with Facility Managers on matters with regard to HSSE and building safety
- Competent Energy Manager
- Carry out any other duties as instructed by the Management

**Job Requirements:**

- Degree or equivalent in Engineering / Property Management / Facilities Management
- A registered Safety & Health Officer with DOSH (valid Green Book Holder) with relevant experience in Engineering / Facility Management fields
- Good knowledge and implementation experience of recognized HSE standards and accreditations in Malaysia
- Minimum 6 Years of experience as a HSSE Executive / Officer / Manager
- Possess Excellent communication skills both verbal and written English and Bahasa Malaysia
- High proficiency in application of Microsoft/Office (Word, PowerPoint, Excel, etc.)
- Possess analytical and problem solving skills
- Pleasant personality, self-motivated and team player
- Able to manage change and meet strict datelines
- Work traveling is high, hence own transportation is required