

HSE Coordinator

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Company: Leap29

Location: Bucharest

Category: other-general

Leap29 is working with a European client with a global presence in the renewable energy sector. As the HSE Coordinator you will be responsible for promoting and ensuring the health and safety of the staff and subcontractors, the compliance with the environmental requirements and continuous improvement processes. Main place of work will be the Timisoara/Bucharest region in Romania, so business travel across Romania is expected.

Responsibilities:

Supervise and maintain legal and contractual HSE documentation for projects, including permits, licenses, and authorizations, in accordance with legal requirements and client specifications.

Ensure implementation of HSE Policies, Procedures, and documentation defined by the client within the local organization.

Conduct risk assessments for all activities and develop corresponding HSE Plans, Preventive Instructions, Method Statements, and Checklists.

Develop and implement Emergency Plans and conduct training sessions for workers and subcontractors on HSE Plans, Emergency Procedures, and inductions.

Monitor national and international regulations and standards applicable to health, safety, and the environment.

Conduct HSE monitoring through periodic site visits, safety inspections, and audits, reporting findings and KPIs monthly.

Actively participate in incident reporting and investigations, liaising with official agencies as necessary.

Represent the client in HSE meetings with subcontractors, suppliers, and clients, and lead local HSE technicians.

Drive continuous improvement through internal process audits, action plan implementation, and support for Human Resources on HSE issues.

Requirements:

Technical level Graduation, preferably in energy or construction sectors; additional degree in Occupational Health and Safety, Environment, or related studies is advantageous.

Minimum 3 years of experience in similar positions.

Training in Health and Safety at Work, Environment, Audits, and First Aid.

Pedagogical competence training.

Excellent knowledge of Health and Safety regulations and laws.

Previous experience in construction.

Fluency in Romanian and English.

Key Skills:

Results and Customer Orientation with a high level of initiative and autonomy.

Effective resource management (human and material) and ability to plan and organize teams and activities.

Strong interpersonal and coordination skills, with motivation abilities and resilience.

Excellent verbal and written communication skills and adept at decision making.

Adaptability in complex situations and availability for travel.

Innovation ability for both disruptive and incremental changes.

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