

## **About Toppesfield**

Founded by Chairman Matthew Pryor in 2004, Toppesfield has grown from strength to strength and has risen to its current position as the UK's largest independent surfacing contractor. Delivering projects nationwide, Toppesfield is the first name in surfacing, no matter what the size, sector, or location.

Here at Toppesfield, our goal is to continually raise the benchmark for surfacing and associated services to the highest possible standard, thereby enhancing our position as contractor for choice for all surfacing works. We have created 300 jobs, established seven regional offices and achieving an estimated turnover of £100 million and pride ourselves on the impeccable standards of workmanship that has delivered year on year growth.

### **Role description:**

We have an opportunity for a SHEQ Coordinator to join our Topp Team. You will benefit from working within a supportive learning environment ensuring your personal development and opportunity to progress.

- Arranging safety critical medicals for new and existing employees and managing the referral process
- Maintaining training Keeping plant tickets updated once we receive NVQ as needs to be updated or make sure we put employees through NVQ before the temp plant ticket expires
- Reporting absences to HR and line managers once its picked up after doing the daily briefing sheets and confirmed with foreman or supervisor
- Providing information for client inductions and dealing with queries
- Issuing Highways England passports that's including of booking them for Highways England Common induction and the rest.
- Submitting Highways England hours end of each month on to their database
- Checking training invoices
- Booking training for operational personnel and forward joining instructions and liaising with the coordinators.

### **Apply**

Our company offers a competitive salary and benefits package.

To find out more about our company please visit our website [www.toppesfield.com](http://www.toppesfield.com), and to apply please email a copy of your CV and brief covering letter to careers (@) toppesfield .com or contact Human Resources.