



## **Maintenance & Operations Planner with HSE responsibilities**

Fulltime - Lüderitz, Namibia

Starting date - 1 Sep. 2023

Application deadline - 21 Aug. 2023

### **ABOUT KELP BLUE**

At Kelp Blue, we're developing long-term solutions to help restore marine ecosystems, lock away CO<sub>2</sub>, create sustainable products and have a positive impact on communities. We plant giant kelp forests around the globe and, just like our seaweed, we're growing quickly.

Kelp Blue is not a 'business as usual' company. We're here to make a difference. We're a lean team and we all roll up our sleeves to get the job done, whatever it may be. We look for collaborative team players, people who are results-driven and have a bias for action. And because some of the things we're trying to do have never been done before, we're looking for people who have a healthy dose of common sense, who are problem solvers by nature, and are great at lateral thinking.

We measure our success by having impact, and we put 4 'Returns' at the heart of what we do. These are:

- **Inspiration**; we inspire people to be better and we pioneer change on an epic scale
- **Nature**; we improve planetary health and create marine ecosystems that increase and support biodiversity
- **Social**; we work to ensure we have an outsized positive social impact wherever we operate
- **Finance**; we drive world-class shareholder returns to scale our business and impact

### **ABOUT THE ROLE**

As the Maintenance and Operations Planner with HSE responsibilities, you will play a crucial role in coordinating and optimizing various aspects of our company's operations, including maintenance, housekeeping, inventory/stock levels, training, and HSE compliance. You will be responsible for developing and implementing efficient plans and procedures to maintain a safe and productive working environment while meeting organizational goals.

### **RESPONSIBILITIES**

- Collaborate with cross-functional teams to develop and implement maintenance, housekeeping, and operations plans to ensure smooth and efficient workflows.
- Maintain and update Standard Operating Procedures for all standard operations and trainings on a monthly basis.
- Coordinate and schedule routine and preventive maintenance tasks to minimize downtime and equipment failures.
- Monitor and manage inventory and stock levels to ensure adequate supplies are available while optimizing costs.
- Plan and manage training programs to enhance the skills and knowledge of employees, emphasizing safety procedures and best practices.
- Monitor and control compliance with HSE regulations and company policies to maintain a safe working environment.
- Conduct regular inspections and audits to identify potential hazards, assess risks, and implement corrective actions.

- Investigate incidents and accidents, analyse root causes, and manage preventive measures to mitigate future occurrences.
- Maintain accurate records and documentation related to maintenance, operations, inventory, training, and HSE activities.

#### SKILLS & QUALIFICATIONS

- Proven skills in maintenance planning, operations coordination, and inventory management.
- Strong understanding of HSE regulations and best practices.
- Excellent organizational and analytical skills with the ability to prioritize and manage multiple tasks effectively.
- Proficiency in using computerized maintenance management systems (CMMS) and other relevant software tools.
- Exceptional communication and interpersonal skills to work effectively with cross-functional teams.
- Detail-oriented with a strong focus on accuracy and problem-solving abilities.
- Certifications in HSE management will be an advantage.
- Bachelor's degree in Engineering, Operations Management, or a related field will be an advantage.

#### ATTRIBUTES

Working at Kelp Blue is about much more than being good at your job. It's about having the right mindset, being comfortable with the uncomfortable, and always pushing to be the best. So, in addition to the skills we outline above, we want candidates who can demonstrate:

- A "can do, will do" approach
- Flexible and lateral thinking/problem solving
- Personal responsibility and self-reliance
- Grit and determination, a willingness to learn from mistakes
- Champion the well-being of our planet through conscientious actions and doing what's right.

#### WANT TO APPLY?

Please send an email and CV to [newkelpies@kelp.blue](mailto:newkelpies@kelp.blue) with **MAINTENANCE AND OPERATIONS PLANNER** in the subject line by **06/08/2023**. Please use the email to tell us about how you fit the Kelp Blue profile, what you can bring to our mission, and why you are the perfect candidate.