



横浜【EHS Representative】 ディーラーサポート

英語力が活かせる！

## 募集職種

## 採用企業名

キャタピラー・ジャパン合同会社

## 求人ID

1529374

## 業種

機械

## 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

## 雇用形態

正社員

## 勤務地

神奈川県, 横浜市西区

## 最寄駅

みなとみらい線、みなとみらい駅

## 給与

600万円 ~ 750万円

## ボーナス

給与：ボーナス込み

## 勤務時間

8:30-17:30

## 休日・休暇

土日祝

## 更新日

2025年03月31日 13:42

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

## 日本語レベル

流暢

## 最終学歴

大学卒：学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

Caterpillarは100年に渡り、建設機械をはじめ、鉱業用機械、ディーゼルおよび天然ガス・エンジン、産業用ガス・タービ

ン、ディーゼル電気機関車などの製造において、世界の業界をリードし続けています。

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**EHS Rep**  
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### Role Definition and Purpose

To serve as an individual contributor on Environmental, Health and/or Safety (EHS) projects and assignments that support Nippon Caterpillar (NCD) in driving the Caterpillar Safety Driven strategy to enhance performance and compliance.

In this position, the incumbent is responsible for:

**Safety Driven EHS Program Development:** Identifies common safety/health/environmental hazards inherent in the organization's operations and establishes guidelines/programs in alignment to the Caterpillar Safety Driven strategy. The outcomes of the programs should support the three strategic outcomes: **(1) Preventing Serious Injury is Critical**, **(2) Learning and Improving is Vital**, and **(3) Demonstrating Care is our Foundation**

**Training and Education:** Ensures effective EHS training is provided to NCD employees to improve compliance with regulatory requirements or in support of facility, division, or enterprise objectives.

**Compliance Management and Audits:** Audits safety/health/environmental programs for compliance with company standards, government regulations, and adequacy relative to local conditions. Regularly visits facilities to identify potential hazards and ensure adherence to safety standards.

**Incident Investigation:** Investigate accidents and incidents at NCD facilities to determine causes and implement preventive measures.

**Reporting:** Monitors periodic performance reports such as Recordable injury frequency (RIF), Near Miss and the other EHS related for trends and conditions and alerts line management to problems.

**Business Partners to NCD** - Serving as the primary point of contact between Caterpillar and NCD to ensure clear and effective communication and implementation of EHS policies, procedures and standards. Establish feedback loop to drive continuous improvement.

### **Requirements:**

- Regular travel to NCD locations(Shinbashi).
- Ability to work in various environments, including office settings and NCD facilities.

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 年収：  
 600-750万円（季節手当込み）※残業代、業績連動手当別途支給

勤務地：横浜

勤務時間：  
 8:30～17:30  
 フレックスタイム制、一部リモートワークあり（週2回可能）

休日/休暇：  
 完全週休二日（土日）、夏季2日、年末年始6日、リフレッシュ休暇、有給休暇：有

### スキル・資格

#### **Skill Descriptors**

**Language skills:** Excellent communication skills (verbal/written/reading) in English and Japanese language

**Sustainability:** Knowledge of sustainability strategy; ability to integrate sustainability into the overall business strategy of the organization to build a sustainable business model.

Level Basic Understanding:

- Contributes to timely and accurate data collection and analysis at the corporate and site level.
- Describes the basic concepts and objectives of Sustainability.
- Supports research and general administrative requirements for our sustainability efforts.
- Understands various sustainability practices adopted by the organization.

**Risk Management:** Knowledge of processes, tools and techniques for assessing and controlling an organization's exposure to risks of various kinds; ability to apply knowledge of risk management appropriately to diverse situations.

Level Working Knowledge:

- Produces and interprets common risk assessment and management reports.
- Identifies common technology, security, or financial risks relevant to own function or unit.
- Implements or manages risk management for own area.
- Documents the key steps of a unit-specific risk management process and associated procedures.
- Evaluates risk assessment models and techniques relevant to a specific line of business.

**Collaborating:** Knowledge of collaborative techniques; ability to work with a variety of individuals and groups in a constructive and collaborative manner.

Level Working Knowledge:

- Differentiates assumptions, perspectives, and historical frameworks.
- Evaluates past decisions for insights to improve decision-making process.
- Assesses and validates decision options and points and predicts their potential impact.
- Advises others in analyzing and synthesizing relevant data and assessing alternatives.
- Uses effective decision-making approaches such as consultative, command, or consensus.
- Ensures that assumptions and received wisdom are objectively analyzed in decisions.

**Decision Making and Critical Thinking:** Knowledge of the decision-making process and associated tools and techniques; ability to accurately analyze situations and reach productive decisions based on informed judgment.

Level Extensive Experience:

- Differentiates assumptions, perspectives, and historical frameworks.
- Evaluates past decisions for insights to improve decision-making process.
- Assesses and validates decision options and points and predicts their potential impact.
- Advises others in analyzing and synthesizing relevant data and assessing alternatives.
- Uses effective decision-making approaches such as consultative, command, or consensus.
- Ensures that assumptions and received wisdom are objectively analyzed in decisions.

**Interpersonal Relationships:** Knowledge of the techniques and the ability to work with a variety of individuals and groups in a constructive and collaborative manner.

Level Working Knowledge:

- Explains impact of interactions with individuals and groups.
- Identifies roles and responsibilities for self and others.
- Demonstrates an understanding of alternative points of view.
- Collaborates with departmental associates and management.
- Adapts interaction style to situations and people.

**Overcoming Resistance to Change:** Understanding and insight into the futility of refusing to accept the inevitable and ability to overcome resistance and adapt to a complex and changing environment.

Level Working Knowledge:

- Chooses own thoughts and attitudes about change.
- Works to overcome resistance to anticipated changes.
- Demonstrates receptivity to changes.
- Acts as if has already overcome internal resistance, and eventually does.
- Approaches accepting change as a process.

**Problem Solving:** Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving organizational, operational or process problems; ability to apply knowledge of problem solving appropriately to diverse situations.

Level Working Knowledge:

- Identifies and documents specific problems and resolution alternatives.
- Examines a specific problem and understands the perspective of each involved stakeholder.
- Develops alternative techniques for assessing accuracy and relevance of information.
- Helps to analyze risks and benefits of alternative approaches and obtain decision on resolution.
- Uses fact-finding techniques and diagnostic tools to identify problems.

**Environmental Health and Safety (EHS) Policy Compliance:** Knowledge of Environmental Health and Safety (EHS) policies; ability to implement EHS policies to ensure that provided products and services are safe for people and the environment and in compliance with legal requirements and standards.

Level Extensive Experience:

- Determines criteria for assessing vendors which may have potential environmental impact.
- Formulates health and safety plans and policies, e.g. a fire safety plan and road safety policy.
- Trains employees on HSE policy compliance and measures understanding.
- Designs an incident report form and reporting procedures for EHS management.
- Collaborates across multiple departments to facilitate EHS management.

Controls pollution and minimizes waste of materials, energy and water within the