

2x Internships – Implementation of a Safety Management Data System**Location:** Derby Head Office.**Hours:** 80 hours Internship flexible over Mon-Fri 8.30am to 5.00pm**Start Date:** as soon as possible**About The Company**

Robinson Structures Ltd is a Steel Construction Specialist who provides 'concept to completion' build projects to the Agricultural, Commercial and Industrial sectors. The company is a family business which has grown into one of the most recognised names within the steel industry.

We are looking for two internship candidates to support the business in a Management Project implementing a new management data system and to look at more efficient ways of tracking information. The business has purchased an "off the shelf" data management system which needs setting up and populating with our safety records; such as risk assessments and asset management. In addition, we are setting up an Excel spreadsheet to produce a Skills Matrix and a Training Matrix. This will support the business in monitoring our legal requirements for employee skills training and refresher training.

This is an ideal opportunity for a driven Graduate, possibly studying a Business Management related degree or with an IT focus, wanting to be involved in how company's manage data effectively and efficiently. You may have an interest in Health & Safety management or training but this is not essential. The successful candidate will work closely with the HR Department and the Production Department, to achieve this project task.

What we are looking for:

- Skills in IT, particularly, high level Excel skills, in order to create macros for setting set reminders.
- A self-driven and self-motivated individuals who can use their initiative.
- Creative ideas for making improvements to the data base systems being installed.
- A good communicator who can work with others.
- Excellent attention to detail will be required.

What you will be doing:

- Supporting the work-in-progress of the implementation of a new data base system called Business Safe by Peninsula
- Supporting the work-in-progress of the implementation of a Staff Skills Matrix and a Training Matrix, using Excel.
- Setting up the reminders for Asset Management controls within Business Safe.
- Setting up expiry date reminders on the Training Matrix – RAG reminders on the spreadsheet and Business Safe. Some dates will be manually input.
- Set up from scratch a Skills Matrix – working with the Production Manager/HR Manager.
- Checking the accuracy of all scanned documents which exist on the old system and identifying the gaps which need rectifying, to ensure 100% accurate information is stored.

To apply

Please submit your CV and a Cover letter through the Derby University career hub stating why you are interested in the role. Or apply to jobs@robinsons.com.