JOB DESCRIPTION FORM

Position:	Surveyor

Organizational Information:	**Department:**	Survey
	Project:	North Macedonia Corridor 8 & 10d Motorway Project
	Immediate Supervisor:	Survey Manager
	Reporting Position(s):	None

Summary:	The Health Coordinator is responsible for planning, implementing, and monitoring health-related programs and services to ensure the physical and mental well-being of employees. This role ensures compliance with company policies, occupational health and safety standards, and relevant legal regulations.
Primary Responsibilities:	• Coordinate and oversee employee health programs, including medical check-ups, vaccinations, and wellness initiatives. • Ensure compliance with occupational health standards and regulations. • Act as a liaison between employees and healthcare providers. • Support workplace safety and health risk assessments. • Maintain accurate medical and health-related records of employees while ensuring confidentiality. • Provide first-line support in medical emergencies and coordinate with medical staff/clinics when needed. • Collaborate with HR, ES&H, and management teams to develop policies and procedures related to employee health and well-being. • Monitor and report on employee health trends, absenteeism, and workplace illness/injury cases.

Job Requirements:	**Education Level:**	Highschool
	Discipline:	Specialization in Occupational Health, Emergency Medicine, or Public Health
	Foreign Language:	Proficiency in English and Turkish is an advantage.
	Computer Skills:	Microsoft Office Programs
	Functional Competencies (*Technical Knowledge and Skills*):	Driver License (B)
	Experience:	0-2 years of experience in relevant position.
	Job Location:	Gostivar, Prilep
	Other:	