



Lenore Viljoen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

An accomplished Compliance Officer and SHERQ Manager with over 20 years professional working experience. My established ability to effectively direct safety inspections and assessments is complemented by a steadfast commitment to achieving comprehensive employee training and knowledge while minimizing injuries and safety violations. With proven skills in facility audits, investigations, and safety analyses—as well as a deep understanding and knowledge of OSHA regulations—I excel at sustaining accident- and hazard-free environments and training and motivating staff for optimal regulatory compliance.

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1973-12-10 (52 years old)

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address *Information is available only for registered users.* [Sign in](#)

Work experience

Working period **nuo 2021.07 iki dabar**

Company name Excis Compliance

You were working at: Other jobs

What you did at this job position? • Ensuring complete adherence to legal standards and in-house policies (ISO Standards). • Performing regular audits of business procedures and processes to ensure this compliance. • Enforcing regulations in all aspects and levels of the business. • Managing and maintaining the Business Management System (BMS) – ISO 9001, ISO14001, ISO27001.

Working period	nuo 2017.09 iki 2019.08
Company name	Torre Parts & Components
You were working at:	Other jobs
Occupation	SHE Manager
What you did at this job position?	<ul style="list-style-type: none"> Developed, coordinated and led the implementation and maintenance of a comprehensive Environmental, Occupational Health and Safety Program. Determined the applicability of administrative and regulatory requirements and other HSE laws in order to implement applicable regulations and standards.
Working period	nuo 2011.08 iki 2017.08
Company name	Permoseal
You were working at:	Other jobs
Occupation	SHERQ Manager
What you did at this job position?	<ul style="list-style-type: none"> Oversaw and directed the maintenance and improvement of ISO 9001:2008 across the company (CPT, JNB and KZN Branch). Managed Document and Record control systems. Managed SHERQ Nonconformance & Corrective and Preventative action. Lead Auditor for all ISO 9001 Internal audits. Ensured compliance with all SHERQ standards and regulations. Managed the contracted security company and ensured effective access control. Overall contractor management: as per the Construction Regulations. Managed the pest control and hygiene company. Managed the Housekeeping Program.
Working period	nuo 2010.09 iki 2011.06
Company name	Norton Saint Gobain Abrasives
You were working at:	Other jobs
Occupation	SHE Officer
What you did at this job position?	<ul style="list-style-type: none"> Ensured compliance with Saint-Gobain standards and Legal requirements. Oversaw the implementation & Management of ISO14001 & Occupational Health & Safety. Ensured that all relevant documentation were in place and in line with ISO 9001 document and record control procedures. Managed contractors, including the external contracted security company.

Working period	nuo 2006.05 iki 2010.08
Company name	Rainbow Chicken Farms, Animal Feed
You were working at:	Other jobs
Occupation	Risk Control/Systems Coordinator
What you did at this job position?	<ul style="list-style-type: none"> Managed document and record control. Managed and maintained ISO 9001, ISO 22000, ISO 14001 & OHSAS 18001. Managed internal audits, non-conformances and management reviews as per ISO requirements. Prepared monthly and quarterly reports. Conducted Risk Assessments as required. Ensured compliance to the Environmental Act and ISO 14001 requirements. Ensured compliance to the Alexander Forbes Risk Management Program.
Working period	nuo 2003.10 iki 2006.03
Company name	Tigerbrands Beverage
You were working at:	Other jobs
Occupation	Lab Technician & SHE Officer
What you did at this job position?	<ul style="list-style-type: none"> Oversaw and directed the implementation of GMP and HACCP. Conducted monthly GMP audits. Controlled documents and record as per ISO requirements. Implemented, monitored and controlled ISO 14001. Initiated and developed systems and database. Managed non conformances and generated reports and statistics. Drove EHS, Health and Safety and Security programmes.

Education

Educational period	nuo 1992.02 iki 1996.06
Degree	Diploma
Educational institution	Cape Peninsula University of Technology
Educational qualification	ND Food Technology
Educational period	nuo 2006.03 iki 2006.04
Degree	Certificate
Educational institution	NOSA Micromega

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Syspro
VIP ESS
QlikView
Dynamix NAV 2017
Zoho Work Platforms
Visio
Adobe

**Microsoft Office Suite
Recommendations**

JD Edwards	Mieke Uitterlinden
Contact person	
Oracle (Reports & Purchasing)	Chief Compliance Officer
Occupation	
SAP (Reports & Purchasing)	Excis Compliance
Company	
Telephone number	+32 485 69 94 95
Email address	mieke@utterlinden.be

Additional information

Your hobbies	Design & Creative Crochet products Feed feral cats
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2000-06-00 (25 years)
Salary you wish	35k - 40 k R per month
How much do you earn now	30k R per month