

HEALTH & SAFETY ADMINISTRATIVE ASSISTANT

An excellent opportunity exists for a highly motivated Health & Safety Administrative Assistant to join our dynamic and committed team. This position will provide administrative support to the Health & Safety Advisor and will participate in various OH&S related tasks. This position is well suited for someone with a strong administrative background. This position has potential career growth to include some OHS functions such as conduct in-house training or respirator fit testing as required. If this interests you, thrive in a busy work environment and take initiative, we want to hear from you.

FUNCTIONS/RESPONSIBILITIES: (but not limited to):

- Maintain OHS corporate recordkeeping system using the City's Corporate Recordkeeping Standard.
- Utilizes and maintains the City's Digital Action Tracking System (DATS) to monitor and ensure all health & safety certifications/training is completed and up to date.
- Maintain safety metrics and prepare detailed reports and presentations on statistical trends.
- Develop OHS Newsletters, bulletins, posters or other safety related information.
- Assist in development and implementation of various health & safety training materials/programs.
- Assist in development or revisions of policies, SOPs, SWPs and other health and safety management system requirements.
- Assist with orientations and Joint Worksite Health and Safety Committees (JWSHSC) as required.
- Perform general support and assistance with other duties as assigned.
- Monitor various areas of responsibilities and/or tasks within the safety management system, such as: formal work site inspections conducted by position/ ensure frequencies and accountabilities are being met for management/supervisors/workers/committees.

QUALIFICATIONS:

- A Certificate or Diploma in Office Administration. Equivalent relevant administrative experience will be considered.
- Post-secondary education in the Occupational Health and Safety field considered an asset.
- Minimum of 1 – 3 years' of administrative experience. Administrative experience in occupational health and safety desirable.
- Excellent organizational and adaptability skills to prioritize projects and provide innovative suggestions to internal processes.
- Proficiency in office administration including office process, writing, editing, data entry and maintaining files, records, correspondence, Microsoft Suite (Word, Excel and PowerPoint advanced functions) with the ability to create professional quality work is essential.
- Experience developing and delivering health and safety training and conducting respirator fit testing considered an asset.
- Demonstrated ability to communicate effectively written and verbally to all organizational levels.
- High attention to detail, takes initiative and participate in a meaningful manner.
- Willingness to learn new tasks.

HOURS OF WORK/SALARY & BENEFITS: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. The City of Camrose has a progressive salary and benefit package. The starting salary for this position will be based on qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address. Position will remain open until suitable candidate is found. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

Attention: Human Resources
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