



Port McNeill, BC

Office & Safety Administration Opportunity

Our Opportunity

We are seeking to add a full time Office & Safety Administrator position to our team of professionals. Our ideal candidate is an enthusiastic, hard-working, dynamic individual to work out of our Port McNeill office. This person must have a passion for Occupational Health & Safety.

The successful applicant will:

- » Receive incoming visitors, documenting and signing in as necessary
- » Create agendas for meetings & take minutes
- » Answer incoming calls and directing as needed
- » Handle all client safety submission requirements
- » Order office supplies and maintain adequate levels of inventory, the overall office appearance, etc.
- » Provide support for incident reporting/stats & monitoring
- » Update and keep current safety information on the company Intranet
- » Track & input all safety program documentation
- » Organize all administrative information (phone lists, company marketing information, etc.)
- » Manage & schedule fleet maintenance as required
- » Provide support to OH&S Manager and OH&S Committee

Qualifications:

- » Advanced knowledge and experience with the Microsoft suite of products and spreadsheets
- » Strong commitment to making sure deadlines are maintained and achieved while ensuring accuracy and completeness of information
- » Excellent written and oral communication skills and interpersonal skills, including the ability to navigate sensitive issues with professionalism and maintain a level of confidentiality
- » A valid Class 5 driver's license

We pride ourselves on maintaining a **safe, respectful** and **fun** work environment that promotes values such as teamwork, professional accountability, and work/life balance. All applicants must be enthusiastic workers and learners who thrive and excel in a team environment. Positive attitude and dedication to workplace safety are critical to your role with our team.

We offer a competitive compensation package with comprehensive benefits for full-time employees.

Visit our website at www.snrc.ca

Applications will be accepted until June 30, 2017.

Please apply with confidence by forwarding your resume and cover letter by e-mail (as an attachment in PDF or MS Word format with "Office & Safety Admin Application" in the e-mail subject line) to employment@snrc.ca.

We would like to thank all applicants for their interest; however, only those considered for an interview will be contacted. For more information regarding this opportunity, please e-mail above address.