



Safety Administrator

Argo Sales Inc. has an immediate opening for a Safety Administrator located in Nisku, Alberta. Reporting to the Corporate HSE Advisor, this position will be required to perform an array of administrative duties and provide support to the HSE department.

Key Responsibilities:

- Update and communicate safety requirements
- May be involved in facilities inspections to detect existing or potential incidents and hazards, assists on collaborating to determine corrective or preventative measures where indicated, and follow up to ensure measures have been implemented
- Provides information, signs, posters, barriers, and other materials to warn of potential and actual hazards
- Communicates findings or investigation of incidents and injuries to Corporate HSE Advisor and document them electronically
- Maintain safety files and records, both paper & electronically
- Works with the Corporate HSE Advisor to maintain written safety programs and reporting requirements
- Assist in process of setting annual safety goals and objectives
- Promote safety and health awareness through company communication, including newsletters, safety alerts, safety reminders and specific training programs

Qualifications:

- Training specific to health and safety is an asset, but we will train the right individual
- Strong computer skills are essential; proficient in Microsoft Office Word, Excel, and PowerPoint
- Well organized, methodical, and proficient in administration practices
- Outstanding communication abilities
- High level of ethics and integrity
- Ability to work in a fast-paced environment
- Superior time-management and problem-solving skills

Submission Deadline:

- March 30, 2018

Please send all resumes to niskujobs@argosales.com