

# Job Posting

## POSITION:

### Office / Safety Administrator,

Full Time, Monday – Friday, 8am – 5pm. Salary will be determined based on experience.

## LOCATION:

Edmonton, AB

## THE COMPANY:

Established in 2002, Ecoventure Inc. is a leading environmental consulting company focused on providing Canada's Oil and Gas, commercial and industrial, developers, and government clients with unparalleled service. From pre-disturbance planning and environmental monitoring to decommissioning, remediation, and reclamation, at Ecoventure we pride ourselves on providing common sense solutions to complex technical problems. Ecoventure is committed to safety, professional excellence, technical quality, and client satisfaction in everything we do.

## THE POSITION:

Ecoventure is currently seeking an Office / Safety Administrator to participate in the application of Ecoventure's project delivery system to achieve the following project delivery strategic objectives: health, safety and environmental responsibility; client expectations for quality, schedule and budget; financial performance for project specific targets; project team and field program expectations; operational performance and business unit expectations; and quality.

Key Responsibilities to include:

### Administrative Duties

- Daily secretarial work including answering telephones, taking messages, and providing information, accepting messenger and courier deliveries and shipping reports/documents via courier or port office, opening, sorting and distributing faxes and mail, and responding to routine inquiries.
- Attending weekly staff meetings and recording meeting minutes.
- Using word processing to prepare letters and documents; printing, compiling, and binding documents and reports as required.
- Developing and maintaining Edmonton office filing system for administrative and client files; maintaining inventory and purchasing office supplies; maintaining office equipment such as internet, phones etc., coordinating any repairs required.
- Providing administrative support to the Edmonton field staff including booking hotels and coordinating vehicle maintenance, tracking vehicle use and maintenance.
- Collecting safety forms, vehicle inspection forms, PPE/PD receipts, Credit card receipts and process as required.
- Support the Corporate Administrator and Health and Safety Manager in preparing monthly expense summaries, safety progress reports, etc. as needed.

### Safety Duties

- Collect, manage and process safety forms daily and file appropriately for clients or personnel to review, if required.
- Track and coordinate employee's training requirements and tickets to ensure all staff is trained in required fields and training is kept up to date.

- Manage the Corrective Actions Tracking Log and ensure that all required corrective actions are being completed and documented as required.
- Conduct office and field worksite inspections and equipment maintenance inspections monthly and document any deficiencies and resolutions identified in the corrective actions log.
- Update safety bulletin board with new information.
- Attend Industry Health and Safety seminars, conferences, and professional development opportunities when requested.
- Preparation of MSA and Safety Packages for new and existing clients (requires filling out forms, collecting insurance documents, WCB documents, safety documents, etc.).
- Manage and update safety manual, codes of practice, workplace procedures and critical task analysis under the supervision of the Health and Safety Manager.
- Manage HSE registry (ComplyWorks) program, ISNetworld program and other industry electronic Safety programs under the supervision of the Health and Safety Manager.

The individual's strengths, experience and preference will be considered and allocated appropriately.

### **THE INDIVIDUAL:**

Experience and Skills:

- 3+ years of directly related safety experience.
- 2+ years of professional administration experience.
- Degree or diploma from a recognized post-secondary institution.
- An industry recognized health and safety designation or working towards a designation.
- Experience with PIR/COR program preferably with Enform.
- Experience with subcontractor management databases (e.g. ISNetworld) would be considered beneficial.
- Excellent organizational and communication skills, analysis and problem solving skills, interpersonal skills, with exceptional attention to detail.
- Ability to multi-task while meeting deadlines.
- Strong computer skills (Microsoft Office, Adobe Acrobat, etc.).

Additional assets might include:

- Experience working with a professional and/or consulting organization
- Experience working in the environmental sector
- Knowledge of the oil and gas industry

### **APPLICATION:**

We are committed to employment equality and encourage applications from all qualified career seekers. Interested and qualified applicants should submit a Cover Letter, Resume and References to the contact below. Please ensure all applications are concise and highlight qualifications as related to the responsibilities above.

Thank you very much for your time and consideration in providing your resume to Ecoventure, however only the perspective candidates will be contacted for an interview.

### **APPLICATION DEADLINE:**

Application deadline for consideration is February 16, 2018

Contact: [edmonton@ecoventure.ca](mailto:edmonton@ecoventure.ca)



780.432.2490

[www.ecoventure.ca](http://www.ecoventure.ca)