

Role Profile

Position Title: HSE Administrator

Position Summary: The HSE Administrator plays a key role in supporting and maintaining the company's Health, Safety, and Environmental (HSE) programs.

Key Responsibilities: HSE Program Administration

- Support the maintenance of HSE policies, procedures, and documentation in alignment with regulatory and company standards.
- Ensure accurate record-keeping of HSE-related forms, reports, and compliance documents.
- Support vendor and subcontractor qualification processes for HSE compliance.
- Prepare and submit required HSE reports, ensuring timely and accurate data collection and analysis.
- Assist in preparing for internal and external audits, including COR certification and compliance assessments.
- Monitor and maintain compliance with customer qualification requirements (e.g., ISNetworld, Avetta, ComplyWorks).
- Maintain employee safety training records and report on compliance
- Assist in organizing safety meetings, and safety communications.
- Assist with Workers' Compensation Board (WCB) case management
- Maintain records of incidents, near misses, and corrective action tracking.

Qualifications Required: The successful candidate for this role will have some combination of the following qualifications:

- Degree, Diploma or Certificate in OH&S or NHSA
- 3 Years in Manufacturing or Service operations

- Proficiency with Microsoft Excel, Word and Outlook
- Good business acumen with strong communication skills
- Organized and consistent application of the HSE Program through the organization
- An ability to be a “team” player and Safety role model
- Annual travel to branches in Western Canada may be required

**This Position
Reports To:**

Manager of Compliance, Quality & HSE

Location:

In Office