



Build More Than Just A Career

Our people are our success. They are also adventure-seekers and difference-makers who are committed to a shared vision – to offer the best of the best in project delivery services. When you join ONEC, you join a community that seeks to help you build more than just a career. You will build working relationships and partnerships that become friendships, build ideas that become realities, and build skills that help you grow personally and professionally. We want you to love what you do so that together we can do great things.

About ONEC

ONEC Group has been building projects in Western Canada for over 20 years. As an EPC and EPCM provider, our services include multidisciplinary engineering, design, construction, project management, geomatics and surveying, logistics, and scaffolding services. We are the only mid-sized firm in our industry that offers this collective expertise under one roof. Because of our company's size, clients get to know our team and always work with the same people, resulting in stronger working relationships and efficiency. We are agile in our approach to project delivery because we are able to pivot quickly and adjust our standard processes to suit specific clients' needs. ONEC believes in local leadership and we engage top talent from the communities we work in. We understand that local knowledge and presence are key to not only our overall business success but the economic success of the communities we work in.

Career Details

Job Title: Corporate Health, Safety, & Environment (HSE) Administrator

Number of Openings: 1

Job Type: Full-Time/Permanent

Minimum Level of Education: Health & Safety Administrator (HSA) Certification

Office Location: Edmonton, AB

Application Deadline: Until Filled

Position Summary

We are seeking a Corporate Health, Safety, & Environment (HSE) Administrator who is responsible for providing support to the safety department in maintaining and creating a safety matrix, formatting policies and procedures, and other administrative responsibilities as required. The successful candidate will be reporting to the Health, Safety, & Environment (HSE) Director.

Responsibilities include:

- Providing administrative assistance for the HSE department.
- Attending and maintaining meeting minutes and action logs during safety meetings.
- Participating in the preparation and distribution of all weekly, monthly, and quarterly reports as required.
- Maintaining safety program database management as it relates to the HSE Department.
- Tracking employee safety certificates for expiry and working with employees and their Managers to book recertification courses.
- Booking Alcohol and Drug Testing as required.
- Ordering, tracking, and assign PPE, and maintaining up-to-date records.
- Assisting with the annual plans and objectives for the health and safety department.
- Ensuring safety documents are accurate and easily accessible.
- Conducting orientations, safety presentations, and analyzing trends.

- Preparing reports and safety statistics as directed.
- Reviewing and assisting in the preparation of safety plans, JHAs, procedures, and site-specific safety plans.
- Ensuring health and safety program is compliant with regulations and client requirements.
- Playing an active role in creating a respectful, inclusive, and safe work environment.
- Completing all mandatory internal training.
- Complying with ONEC's and client safety policies and procedures.

Our Ideal Candidate

- Minimum of 3-5 years of HSE administrative experience.
- Health & Safety Administrator (HSA) Certification completed or working towards.
- A self-starter requiring minimal supervision with the ability to multi-task and define priorities.
- Excellent verbal and written communication skills.
- Excellent time management skills, attention to detail, and the capacity to prioritize by assessing situations to determine urgency.
- Advanced computer skills with proficiency in MS Word, Excel, PowerPoint, Outlook, various software applications, and web-based safety registries such as ISNetworld, AVETTA, Canqual, and Complyworks.

Application Instructions

ONEC Group is an equal opportunity employer. Positions are filled by means of open competition where the selection is based on job-related skills, training, experience, and suitability. Final candidates will be asked to provide references. The results of the reference check must be acceptable to ONEC Group. We also consider different experience levels and knowledge and candidates with less experience may be considered for lower-level positions.

We thank all applicants in advance however only individuals selected for interviews will be contacted.

ONEC Group accepts resumes via online application at <http://onecgroup.com/careers/> or via email at hr@onecgroup.com Please only submit in Word format.