



SECON Corporate Safety Administrator

SECON Group is a well-diversified, industry leader with extensive experience in the construction, mining, oil and gas, and power generation sectors. We are looking to grow and continue to go into new sectors with new people joining our team every day.

Position

Reporting to the SECON Corporate Safety Manager, you will be responsible for safety administration support on a Corporate level for all SECON Group of Companies.

This position will be 8 hours per day, 5 days per week, Monday – Friday.

This position will be located at the SECON head office in Esterhazy, SK, with some travel to other office locations and project sites required.

Job Duties

- Promote a healthy and positive safe work environment for all projects by showing effective leadership and participating in safety related matters.
- Track all project safety statistics and report to Senior Management monthly.
- Reporting and submitting all monthly safety hours to specific Clients.
- Assist with all company compliance platforms (ISNET, Avetta, Comply works).
- Assist all projects with safety management system sitedocs (new hire entry, training updates).
- Communicate a weekly safety message for all projects and assist with developing and communicating safety lesson learned.
- Data entry and documentation uploading onto company specific server.
- Travel as needed to remote jobsites.
- Assist in continuous improvement aspects and new development for the organization.
- Assist with new hire onboarding for all shutdowns or increased manpower
- Coordinate and book required training for all projects.
- Assist in the management of the fit for duty and pre-access drug and alcohol testing.
- Ordering of safety related gear/PPE for office staff.

Qualifications:

- Safety conscious, both personal and workplace
- Team player and able to work in groups
- Excellent time management skills, ability to meet deadlines in a fast-paced Construction Industry and work with minimal supervision.
- Excellent communication skills are required, verbal and written.



- Excellent Microsoft Word and Excel experience are required.
- Knowledge of workplace safety rules, instructions, and policies.
- Must demonstrate the following personal attributes; honest and trustworthy, respectful, flexible, and have sound work ethics.
- Experience working in a construction field would be an asset.
- Criminal background check required upon offer of employment

Total Compensation

With this opportunity, SECON Group of Companies offers a competitive Total Compensation Package, including fair and equitable wages and a comprehensive group benefit plan.

Application Process

Please apply by sending a cover letter and resume to recruiting@secongroup.ca. Please include in your cover letter why you are interested in the job and which skills, experience, and/or education make you an excellent candidate for SECON Group.

The start date is as soon as the successful candidate is available.

We thank all applicants for their interest; however only those candidates with cover letters and resumes who fit the needs of the company will be contacted.

Closing Date

Open until suitable candidate has been hired.