



Document Creation/Administration

This is a part to full-time on-site role for an Administrator in our safety management department who will be responsible for a range of administrative tasks, including but not limited to: creating, formatting and reviewing documentation, updating relevant policies and procedures as per client needs, working with multiple software programs to achieve safety management department goals and working with time sensitive information. The Administrator will also provide support to other departments as needed and will be located at our Dunmore, AB Campus.

Qualifications

- Strong organizational and time-management skills
- Proficient with Google Suite, Microsoft Office, Adobe and other software applications
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Familiarity with safety management and Alberta OHS regulations is a plus
- Excellent communication skills, both verbal and written
- Experience in customer service and/or administrative support
- Diploma or degree in business administration or related field is preferred

This role can accommodate a 9am-3pm schedule. Some variance is available to meet family needs.

Company Description

Safety Buzz Campus, located just outside of Medicine Hat in Dunmore, AB, provides safety services, safety & equipment training, and leadership guidance to help build and elevate safety management systems. They offer specialized training programs such as Class 1 & 3 driver education and take pride in guiding their clients to achieve optimal safety management solutions. If you're looking for excellent safety services, look no further than Safety Buzz Campus.

Our team is incredibly important and so is our community! Work life balance is not just at home, it's something we do at SBC. We like to have fun and enjoy a collaborative and welcoming work culture.

See more www.safetybuzzcampus.ca