



**Simpco Resources LLP**

PO Box 1287

6580 Dunn Lake Road

Barriere, BC V0E 1E0

Phone: (250) 434 2356

Email: [careers@simpcoresourcesgroup.com](mailto:careers@simpcoresourcesgroup.com)

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## Job Posting

### ID# 21021 – Health, Safety and Environment (HSE) Admin

#### WHO ARE WE:

Located in the beautiful North Thompson valley, at Simpco Resources Group we provide environmental, management, and operational services while preserving Simpco culture and heritage with respect towards the environment. Our goals include creating economic growth from the commercial development of natural resources within the Simpco'ulécw (Simpco Territory) by being the major contractor and competing for work in both the public and private sectors.

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#### WHAT'S THE JOB?

Simpco Resources LLP is looking for an experienced **HSE Admin** responsible for all administrative duties within the site HSE Department. The HSE Admin must have an interest in the safety profession and a willingness to grow and develop within the HSE department. The position will start with the primary role and responsibility being administration, as the candidate develops, they will be responsible for more HSE related task as identified below.

This is a CONTRACT POSITION requiring in camp stays on a specified rotation located in the BC Interior. Position requires working out of town, includes weekend work, and work in varying terrain and weather conditions.

#### WHAT YOU DO?

- Assist HSE Manager, Leads, and Field HSE daily with administrative functions, such as setting up meetings with various committees, departments, and individuals on the job site.
- Perform administrative duties such as typing meeting minutes, photocopying and distribution of documents to appropriate individuals which includes meeting client requirements and WCB documentation and filing.
- Scanning of completed safety documentation (FLHA;s, Behaviour Based Observations, etc.) for the project.
- Running weekly reports for Field Management (i.e. FLHA, safety trends, Behavioural Based Observations, and weekly incident reports to update Incident log & binders)

- Record Weekly site safety meeting minutes (Safety meeting, Progress updates, HSE Committee meeting, etc.) and file and post as required.
- Performing related administrative functions as it relates in support of the projects EH&S program.
- Responsible for monitoring and restocking HSE Supplies, FLHA, posters, stickers, etc.
- Prepare, maintain and update HSE files, Safety Reports, Equipment Reports, Client Requested information and Audit files as required.
- Shadow HSE Professionals in the field to learn aspects of the profession.
- Either have NCSO designation or Work towards their NCSO Designation.

### **WHO ARE WE LOOKING FOR?**

- Either have NCSO designation or Work towards their NCSO Designation.
- Health & Safety post-secondary education is ideal.
- Or has combined equivalent experience and education.
- Minimum high school diploma
- 2-5 years' experience in administrative positions
- Intermediate user level in Microsoft Office programs such as Word, Excel, Power Point, and Publisher.
- HSA Training or NCSO designation would be an asset.
- Creates an environment in which employees are looking to the HSE Department for assistance, guidance, and solutions.
- Collaborates, coordinates, and communicates with others effectively.
- Valid driver's license and clean abstract.

### **WHAT CAN WE OFFER YOU?**

- Competitive Compensation
- Positive and collaborative team
- Meaningful work

**Note:** Pre-Employment Drug and Alcohol Testing is required for this role.

**Application Deadline: April 16, 2021**

Thank you for your interest, however, only those selected for interviews will be contacted.

Preference will be given to qualified applicants of Aboriginal ancestry as per  
***Canada's Human Rights Act and legislation surrounding Employment Equity.***

Please submit cover letter and resume via email to [careers@simpwresourcesgroup.com](mailto:careers@simpwresourcesgroup.com) with the Subject Line:  
**ID# 21021 – HSE Admin** by 11:59pm on the closing date.