



Administrative Assistant, Health & Safety

Sudbury, ON

TESC is seeking an Administrative Assistant, Health & Safety to join our team! This role is responsible for maintaining safety records and documentation, coordinating training, preparing reports, and assisting with the development and implementation of health and safety programs and procedures.

What You'll Do

- Provide administrative support to the Health & Safety team and assist managers with day-to-day safety-related tasks.
- Prepare reports, meeting minutes, correspondence, and training materials using Microsoft Office.
- Coordinate health and safety onboarding and orientation for new and existing employees.
- Schedule safety training, maintain certifications and licenses, and update employee training records.
- Maintain and organize safety documentation, incident reports, inspection logs, and compliance records.
- Generate weekly and monthly health and safety performance reports and statistics.
- Support the development and updating of health and safety policies, procedures, standards, and programs.
- Assist with the Workplace Safety and Insurance Board (WSIB) and the Ministry of Labour, Immigration, Training and Skills Development. (MLITSD) reporting, injury management documentation, and corrective action tracking.
- Liaise with internal teams, coordinators, project managers, and third-party organizations regarding safety matters.
- Participate in Joint Health & Safety Committee (JHSC) meetings and assist with incident investigations.
- Help maintain and troubleshoot the company's health & safety management software system.

What You Bring

- College diploma or related training in Business Administration, Health & Safety, or a related field.
- 2-5 years of administrative experience, preferably in a health & safety or construction environment.
- Strong organizational and multitasking skills with the ability to meet deadlines.
- Excellent verbal and written communication skills.
- Advanced attention to detail and a high level of accuracy.
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint.
- Construction industry experience considered an asset.
- Valid driver's license and ability to travel to project sites if required.

What We Offer You

- Competitive compensation
- Performance-based incentive opportunities
- 100% employer-paid health benefits
- Employer-matched pension plan
- Paid vacation, sick days, and statutory holidays
- Career development and advancement opportunities
- A collaborative, safety-focused work environment

Salary under review.

TESC is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.

READY to build your career with TESC? Apply today at careers@tesc.com