

## **Allround Administrator and Compliance Officer**

### **Summary:**

Henry's Excavating is a progressive Excavating and Trucking company in Burgessville. We're growing and looking for an allround administrator and compliance officer to join our team.

This person is responsible for Health, Safety, and Environment within the company, CVOR matters, HR matters and basic book keeping. The role requires strong organizational skills, attention to detail, and the ability to multitask effectively.

### **Responsibilities & Duties:**

#### **General Administrative Support**

- Perform general clerical duties including data entry, photocopying, faxing, mailing, and filing.
- Participate in meetings and record accurate meeting minutes.
- Assist with document management, including the creation, revision, and updating of policies, standards, programs, and procedures.
- Maintain database to monitor and track the progress and performance of health and KPI's, safety initiatives, corrective actions, and compliance measures, while generating detailed reports and performance dashboards for both internal and external reporting.

#### **Health, Safety & Environmental Support**

- Schedule and track employee safety training, certifications, and licenses.
- Maintain and update employee training records within the company's health and safety management software.
- Manage, track, and organize safety-related paperwork such as incident reports, inspection logs, and corrective actions.
- Review and analyze information in the safety management software for accuracy and generate reports for internal and external meetings.
- Prepare and distribute health and safety reports, meeting minutes, and correspondence.
- Create and modify documents using Microsoft Office (Excel, Word, PowerPoint), including training packages and presentations.
- Ensure clear communication of health and safety policies, standards, programs, and procedures.
- Monitor and track the progress of health and safety initiatives, corrective actions, and compliance measures.
- Support the internal and external health and safety onboarding and orientation processes for new and existing employees.
- Submit and maintain WSIB reporting, including injury and incident management, investigations, and maintaining corrective action databases.

### **Job Specifications:**

- College Diploma or related training in business administration, occupational health and safety, CVOR or related field.
- 2-5 years administrative experience, preferably in a construction or trucking environment.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Excellent oral and written communication skills.
- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint.
- Ability to work independently with minimal supervision while being a proactive team player.
- High attention to detail and accuracy.
- Professional attitude with strong interpersonal skills.
- Must have valid Driver's License

Join us in making our workplace safer and healthier while developing your career!

Job Types: 28-40 hours a week

Salary \$45.000-\$60.000 based on 40 hours a week

Benefits:

- Dental care
- Health care
- Life insurance
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday

Education/Experience:

- College degree or equivalent work experience in construction and/or trucking. CVOR knowledge as well as experience in a health and safety roll would be an advantage.

Location:

- Norwich

Work Location: In person