



ELECTRIC COMPANY, INC.

Safety Administrator

Reporting To: Corporate Safety Director
Department: Safety
Job Type: Full-time

Summary

The Safety Administrator position is responsible for supporting the ongoing safety initiatives at Van Ert Electric Co, Inc. This vital position requires an action-oriented, flexible problem-solver, and an individual with the ability to communicate well with others. This position will assist in implementing processes to mitigate risks throughout the company and help with administrative tasks to ensure the company is in compliance. This role also requires strong data entry and data management skills to maintain accurate safety records and support compliance reporting.

Primary Responsibilities

- Track onboarding/safety training programs.
- Track completion of incoming forms from the field such as a Pretask Plan, EEJB, quarterly safety inspections, etc.
- Assist with the scheduling and planning of employees for virtual, self-led, and in-person safety education training programs.
- Support the Safety Committee Chairperson by preparing meeting agendas, coordinating follow-up actions, and distributing meeting minutes.
- Administration of Safety Management program.
- Assist with evaluating safety supplies that are cost effective for the company.
- Compliance with Van Ert Work Rules & Policies.
- Perform day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Accurately enter, update, and maintain safety-related data in company systems and databases.
- Ensure data integrity by reviewing, validating, and correcting discrepancies in safety records.
- Additional duties as assigned.

Qualifications

- High School Diploma required.
- Previous experience in clerical, office support, or customer service.
- Proficient in Microsoft office products and ability to learn other software programs.
- Excellent written and verbal communication skills.
- Able to maintain a positive attitude in stressful situations.
- Exceptional attention to detail and mental concentration are required for accurately performing tasks, maintaining data integrity in recordkeeping, and tolerating frequent interruptions.
- Excellent planning, time management and organization skills required for our fast-paced environment.
- Ability to manage multiple assignments simultaneously.
- Ability to work independently and solve problems.
- Maintains the highest level of confidentiality and integrity

Physical Requirements

- Ability to move around the office which may involve walking, standing, and navigating workspaces.
- Occasional bending, crouching, or reaching to access files, and safety supplies.
- Capability to lift and carry materials such as safety supplies, files, or small equipment (up to 25 pounds).
- Clear vision to review documents (with or without corrective lenses).
- Adequate hearing to participate in meetings, and communicate with employees.
- Primarily indoor office work, with occasional exposure to outdoor or construction site environments.
- Occasional travel to job sites or vendor locations, requiring a valid driver's license.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.