



## HSE ADMINISTRATOR – Trans Mountain Pipeline

Cord is a leader in industrial construction in Alberta and western Canada. Our employees enjoy exciting careers in fabrication, modularization, field installation, and professional support services for some of world's most challenging heavy-oil facilities, gas plants, power-stations and other industrial projects. As part of the global Worley team, we enjoy shared resources and opportunities with more than 20 Canadian locations and 40 countries.

Cord is seeking an **HSE Administrator** to work with our growing team for one of our projects.

### Responsibilities:

- Manage both subcontractor and employee safety training requirements
- Coordinate and present new hire client/contractor specific training
- Book site personnel in for required training
- Assign new hires, transfers and rehires training as per their role requirements
- Collect and electronically file relevant safety tickets and orientations
- Oversee training matrix and manage inquiries from Human Resources
- Primary point of contact with HSE advisors for day to day activities, requests, inquiries, etc
- Provide input into information presented at kickoff meetings
- Compile and analyze pre-qualification data provided by subcontractors
- Attend HSE team meetings and record and distribute meeting minutes
- Completing various monthly and weekly reporting requirements
- Work with various groups; including, construction team, subcontractors and human resources
- Coordinate delivery of safety supplies to site as required
- Submit expenses and reconcile all receipts from training booking
- Other duties as required

### Qualifications:

- Effective communications skills
- Administrative Diploma or another applicable accreditation or equivalent experience is considered to be an asset
- Experience working in an industrial construction environment is considered an asset
- At least 3 years' experience working in a similar HSE administration position or similar role
- Valid Class 5 drivers license with clean driving abstract
- Experience with conducting presentations and orientations
- High attention to detail and ability to work at a high pace and a sense of urgency
- Intermediate level Microsoft Office skills

### Work Conditions:

- This is position is 40 hours per week; however, hours and days of work will vary based on project requirements.
- This position may be based out of our Edmonton Home office or one of our British Columbia sites (will depend on where successful applicant is located). **Candidates from Kamloops BC area or Edmonton AB area are preferred.**

Cord strives to be an industry leader in health, safety and environmental performance. Our vision is to achieve zero harm to people and assets, and zero environmental incidents.

Interested applicants can apply through our web-portal at [www.worley.com/careers](http://www.worley.com/careers)

### How to apply?

SSN Candidates (**Tk'emlups te Secwepemc and Skeetchestn Indian Band**)

Please contact Jordann Hazelwood, Employment & Training Coordinator at SSN, to apply directly to positions: **Phone:** 250-819-6144 or **Email:** [jhazelwood@stkemlupsemc.ca](mailto:jhazelwood@stkemlupsemc.ca)