



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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HSE Administrative Assistant

Job ID	3541-4830	
Web Address	https://careers.indigenous.link/viewjob?jobname=3541-4830	
Company	CEDA	
Location	Edmonton, Alberta	
Date Posted	From: 2020-01-20	To: 2050-01-01
Job	Type: Full-time	Category: Engineering

Description

Key Duties and Responsibilities

- Maintain and update online registry accounts; coordinate documentation required and communicate updates to all stakeholders.
- Assist leaders and HSE team with incident review and approval process in Intalex.
- Coordinate and fulfil requests as part of the Live Safe Now Recognition Program and maintain records.
- Maintain the employee profiles in the HSE systems and databases.
- Complete requisitions and invoice reconciliation for Corporate HSE.
- Perform data entry in HSE databases and retrieve reports as required.
- Create customized reports and dashboards and update HSE information within targeted timeframes.
- Facilitate training on the HSE systems.
- Reconcile expense reports and send reports for approvals.
- Assist in other HSE related duties as required.
- Flexibility in scheduling with the ability to work overtime.
- Ability to function independently in a busy office environment.
- Working with various disciplines and levels within the organization.
- Managing multiple timelines/deadlines as per business requirements.
- Daily communication with internal and external clients.
- May have contact with Union Business Representatives, Manager, Labour Relations, Union Members
- May have contact with all Shared Services positions within CEDA.
- Daily contact with HSE team members, and may have contact with all levels within the organization.

Role Specifications

- High school diploma or equivalent work experience is required
- 1 to 2 years of related work experience is required
- Related industry experience would be a definite asset
- Knowledge of Microsoft Office - Excel, Word and PowerPoint
- Familiar with general office equipment and procedures

- Exceptional Interpersonal and Communication skills (written and Verbal).
- Demonstrates an uncompromising commitment to health and safety.
- Strong organization, prioritization, and problem solving skills with a high attention to detail.
- Demonstrates discretion and confidentiality when handling sensitive employee information.
- Ability to prioritize and initiate innovative solutions.
- Promotes and portrays professionalism in all duties.

Personal Characteristics

- You are Tech Savvy, keep yourself and your work place organized, quick to learn new things and keen to navigate your way through websites/programs
- You take pride in your work, accountable for all you do and a pleasure to have on a team
- You have a good eye for detail and can handle multiple tasks and projects

For more information, visit [CEDA for HSE Administrative Assistant](#)