



# 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

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# Job Board Posting



Careers.Indigenous.Link

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## HSE / Quality Assistant & Receptionist

<b>Job ID</b>	<b>70-53-A9-32-C8-57</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=70-53-A9-32-C8-57">https://careers.indigenous.link/viewjob?jobname=70-53-A9-32-C8-57</a>	
<b>Company</b>	Equinox Engineering	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2021-07-28	To: 2021-08-27
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	August 16, 2021	
<b>Job Salary</b>	Negotiable	
<b>Languages</b>	English	

### Description

Department: Quality, HSE, Project Support

Reports to: Manager, HSE & Quality and Manager, Human Resources

Equinox Engineering Canada Ltd. is a Calgary-based EPCM firm. We are a market leader in oil and gas processing specializing in facilities design, implementation and operational assistance for natural gas, conventional and heavy oil projects. Our clients include several of the largest oil & gas producers in Canada and worldwide, and we are currently executing a wide range of sweet gas, sour gas, conventional oil, heavy oil facility and pipeline projects.

Summary:

This entry level / intermediate multi-position role has many opportunities for advancement for those who are passionate.

The company HSE & Quality Assistant will support the Corporate HSE and Quality Manager in the day-to-day activities both in the implementation and maintenance of the quality management system and promoting a positive health and safety culture in the workplace by helping to plan, implement, monitor and review protective and preventative safety measures.

The Receptionist greets visitors and performs general administrative duties. Handles incoming calls and direct calls to the appropriate personnel. Also, may assist other administrative staff with overflow work, including word processing, data entry and Internet research tasks.

Key Responsibilities:

HSE Role

- Assist the Manager, HSE in day to day activities (~20% of the daily activities; opportunity to increase).

- Proponent and educate staff on the HSE program.

- Assist in the updates to the Health & Safety System

- Assist in the HSE Training and Orientation to Equinox staff.

- Track and file HSE documentation such as new hires orientations, employee safety tickets, office inspections, incidents, etc.

- â€¢ Track and schedule HSE meetings and inspections
- â€¢ Update safety documents on the intranet and throughout the office
- â€¢ Assist in providing support to the Department Managers for their safety meetings. Gather and file Department safety meeting minutes.
- â€¢ Assist in risk assessments and considering how risks could be reduced.
- â€¢ Assist in regular office inspections to check policies and procedures are being properly implemented. Assist in the resolution of any deficiencies.
- â€¢ Assist in updating of working practices that are safe and comply with legislation.
- â€¢ Record and maintain safety statistics including incidents and accidents.
- â€¢ Assist in providing updates and maintaining client compliance in third party HSE web based applications.
- â€¢ Assist in the development and implementation of safety policies and procedures.
- â€¢ Assist in audits and action plans.
- â€¢ Assist in incident investigations.
- â€¢ Track, issue and inspect safety equipment and organize receipt and return of third party safety equipment for staff field trips.
- â€¢ Organize, track, and file staff field trips and documentation.
- â€¢ Ongoing coordination and administration of corporate safety management system.
- â€¢ Assist in providing HSE documentation for BD proposals.

#### Quality Role

- â€¢ Assist the Manager, Quality in day to day activities (~30% of the daily activities; opportunity to increase).
- â€¢ Proponent and educate staff on the Quality program. Promotion of Quality awareness throughout organization.
- â€¢ Track and file Quality documentation such as new hires orientations, quality actions, quality observations, etc.
- â€¢ Assist, monitor, track project deficiencies through NCR/CAR/PAR processes.
- â€¢ Track, process, trend and file Quality Observations.
- â€¢ Assist in the updates to the Quality Management System
- â€¢ Track and Assist in Quality Audits and resolution of findings
- â€¢ Assist in providing direction and support to Project teams and Departments.
- â€¢ Manage the distribution of QMS documentation.
- â€¢ Assist in the coordination of QMS audits.
- â€¢ Assist in the creation of the Audit Program for Project Audits (audit plan, schedule, checklist, reports, etc.).
- â€¢ Assist in the Quality Training and Orientation to Equinox staff.
- â€¢ Manage the Lessons Learned Database and follow up with assign individuals for resolutions.

#### Receptionist Role

- â€¢ Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquires.
- â€¢ Directs visitors by maintaining employee and department directories; giving instructions.
- â€¢ General office and reception duties; other administrative duties as assigned.
- â€¢ Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- â€¢ Maintains continuity among work teams by documenting and communications actions,

irregularities, and continuing needs.

â€¢ Answering phone in a polite and professional manner.

â€¢ Greeting both internal and external clients.

â€¢ Keeping office supplies properly stocked at all times.

â€¢ Travel arrangements for company personnel.

â€¢ Ordering food/catering for internal meetings.

â€¢ Company Lunch & Learn Coordinator.

â€¢ Prepare and update spreadsheets, reports and other data as required Assist in the preparation of letters, presentations and project materials as required.

â€¢ Perform meeting setup; reserve conference rooms, conference call numbers, food, equipment and client specific needs; initiate/monitor calendar invitations.

â€¢ Perform a variety of administrative tasks such as: document reproduction, typing, take meeting minutes, and sorting and distributing mail.

â€¢ Follow up and act as a liaison with various individuals both internally and externally.

**Key Skills:**

â€¢ Computer and software skills to include the use of word processing and email as well as the intermediate use of spreadsheets, databases and electronic presentations.

â€¢ Proven ability to show initiative, leadership, problem solving, innovation, manage change and deliver results.

â€¢ Experience supporting multiple levels of staff.

â€¢ Excellent spelling, grammar, and writing skills.

â€¢ Professional and approachable.

â€¢ Ability to interact in a professional and respectful manner.

â€¢ Demonstrate excellent oral and written communication skills.

â€¢ Quick learner and ability to adapt to changing priorities and multiple demands.

â€¢ Creative problem-solving abilities and highly developed communication and interpersonal skills.

â€¢ Telephone skills and client focus.

â€¢ Excellent organisational skills.

â€¢ Ability to work under pressure.

â€¢ Proven ability to make independent as well as collaborative decisions in the scope of daily duties.

**Education and Qualifications:**

â€¢ Minimum 2 years work experience within an office environment. HSE programs, Quality programs and/or office administration all considered an asset.

â€¢ High School Diploma minimum; post secondary is an asset but not a requirement.

â€¢ Proficient in all Microsoft Office Suite applications.

â€¢ Advanced expertise in Word, Excel and PowerPoint.

**Equinox Success Statement**

Equinox delivers focused & experienced premium teams customized with the best technical expertise to align with client culture and requirements to ensure successful projects on a repeatable basis.

## **Experience**

HSE experience and Administrative office experience required.

## **Credentials**

HSE certifications and office Admin courses.

**Education Requirements**

HSE Programs and office admin skills.

**Work Environment**

Office Environment

**Additional Skills**

Friendly outgoing with excellent people skills.

**How to Apply**

Please send resume to [dpauls@equinox-eng.com](mailto:dpauls@equinox-eng.com)