

# CAREER OPPORTUNITY

## CORPORATE HSE COORDINATOR (MAT LEAVE)



RAM is a technical consultancy providing Project Management, Construction Management, Engineering and Advisory services across Canada. RAM is searching for a motivated and energetic **Corporate HSE Coordinator** to join its team in Vancouver, BC. The successful candidate will be an individual that enjoys a challenging, professional and dynamic work place and contributing to the success of a hard-working team.

### ➔ More About This Role

You will be joining a team of professionals at our downtown Vancouver office with occasional travel to other project sites within the greater Vancouver area.

As an HSE Coordinator, we are looking for someone with exceptional communication skills. The ideal candidate will be self-driven, highly organized and will exceed expectations in the realm of program and process development, training, writing and reporting skills, scheduling and time management.

The ideal candidate is eager to lead our RAM processes and improve upon them when needed. We are looking for someone with a passion and drive for safety, who can ensure that our high standard of safety is maintained. Your work will be dynamic. We are looking for someone that enjoys a fast-paced day and can keep up with a highly energetic team and work environment.

Our Core Values are:

1. Safety
2. Innovation
3. Integrity
4. Fun
5. Sustainability

Additional responsibilities of daily operations include:

- Be the first point of contact for all HSE matters.
- Responsible for the implementation, operations and overseeing of the Corporate Safety Program including the development of site safety policies and procedures.
- Write Safe Work Practices and Procedures for specific tasks to control, eliminate, and prevent injuries.
- Prepare the company for the yearly COR re-certification by compiling required documents, holding training sessions, scheduling interviews and other tasks.
- Manage the fleet program and ensure proper maintenance schedules are kept.
- Assist Project Managers and administrators in enforcing safety regulations and codes.
- Document and analyze safety metrics and conduct/review incident reports to discover trends to assess appropriate resources to areas where the safety risk is highest.
- Direct and review the analysis of accident and injury data, identifying the needs for new or modified occupational safety programs for sub-contractors.
- Maintains records, prepares reports and composes correspondence relative to safe work procedures.
- Prepare and submit weekly and monthly inspection activity reports.
- Review incident reports to detect problem areas related to employee safety. Gathers evidence and prepares reports on code violation complaints and incidents/injuries.
- Maintain administrative control of records related to safety and health programs.
- Conducts training, orientation, toolbox and safety meetings for new hire and subcontractor employees.
- Provide advice and recommendations to management, sub-contractors and other client groups on a broad range of occupational safety issues and decisions.
- Facilitate Joint Occupational Health and Safety Committee meetings as required by the WCA and OHSR legislation.
- Maintain office supplies, safety equipment and earthquake/first aid inventory.
- Other duties as required.

### Ideal Candidate Requirements

- 3+ years in an HSE role for heavy civil or industrial construction;
- Occupational Health and Safety Certificate or Diploma, or actively working towards;

- Intermediate skills with Microsoft Office programs (Word, Skype, Outlook, Excel, PowerPoint and SharePoint);
- Keen attention to detail and exceptional communication skills when preparing business correspondence (verbal and written);
- Self-motivated who takes initiative independently, and strong team player in a collaborative environment;
- Ability to prioritize, multi-task and meet deadlines.
- Pleasant, calm demeanor and customer-service oriented;
- Strong work ethic, ability to use tact and good professional judgement;
- Class 5 Driver's License

### → Why You Should Join RAM

- Brand New Office Downtown
- Cell Phone Allowance
- Tuition Reimbursement and Career Planning
- 100% Health Coverage including MSP and Extended Health Benefits
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Office Potlucks
- Community Involvement Days
- Quarterly Goal Setting
- Annual Performance and Salary Reviews

RAM is Canada's fastest growing professional services firm and is ranked **No. 82** on the 31st annual Growth 500 as per *Canadian Business and Maclean's* definitive ranking of Canada's Fastest-Growing Companies.

### → Interested?

We encourage applications from all qualified individuals. If this opportunity sounds like the next step in your professional career, please send your resume in confidence to [careers@ramconsulting.com](mailto:careers@ramconsulting.com). RAM is committed to employment equity and hires based on merit.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

