

## HSE COORDINATOR CO-OPERATIVE STUDENT TERM



RAM is a technical consultancy providing Project Management, Construction Management, Engineering, and Advisory services across Canada. RAM is searching for a proactive and collaborative Co-Op Student HSE Coordinator to join its team in Vancouver, BC. The successful candidate will be an individual that enjoys an interesting, professional, and dynamic workplace.

Our Core Values are:

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

### ➔ More About This Project and Role

You will be joining a team of professionals at our downtown Vancouver office. As an HSE Coordinator, we are looking for someone with exceptional communication skills. The ideal candidate will be highly organized and willing to learn RAM processes and procedures. We are looking for someone with a passion and drive for safety, who can ensure that our high standard of safety is maintained.

Roles and Responsibilities include:

- Assist with preparation for the companies yearly COR re-certification by compiling required documents, holding training sessions, scheduling interviews, and other tasks.
- Complete data entry for the fleet program and ensure proper maintenance schedules are kept.

- Review Safe Work practices, procedures, and various documents for clarity and grammar.
- Assist with filling out safety questionnaire information for RFPs.
- Maintain records, prepare reports and compose correspondence relative to safe work procedures.
- Prepare and submit weekly and monthly inspection activity reports.
- Review incident reports detecting problem areas related to employee safety. Enter all incident data into the tracking system.
- Create monthly statistics for Corporate and Site.
- Maintain administrative control of records related to safety and health programs.
- Conduct orientations, toolbox talks, and safety meetings for new hire and subcontractor employees.
- Participate in 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

- In the process of completing an OHS certificate or diploma program.
- 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 a 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 judgment;

### ➔ Why You Should Join RAM

- Remote Working or from our Downtown Office
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Community Involvement Days

For three consecutive years, RAM has made *Canadian Business and Maclean's* Growth 500 ranking of Canada's Fastest-Growing Companies. Ranking Canada's Fastest-Growing Companies by five-year revenue growth, the Growth 500 profiles the country's most successful growing businesses.

➔ 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.

