



## Employment Opportunity

**Position:** Health & Safety Administrator  
**Location:** Remote Site - Newcrest Red Chris Mine  
**Closing Date:** Ongoing, until position filled

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Tahltan Nation Development Corporation (TNDC) is hiring a Health & Safety Administrator. A Health & Safety Administrator will provide administrative support to our HSE Coordinators and site HSE Superintendent with data entry, organization, maintenance of safety records and compiling safety data for various reports. The work is at a remote location in a camp setting on a 2 week on/2 week off rotation, working 12-hour shifts.

The successful candidate will be a key player in a highly progressive and motivated team who will possess a positive attitude, make safety a priority and be a good ambassador for TNDC.

### Responsibilities

Reporting to the site HSE Superintendent or designate, responsibilities include, but are not limited to:

- perform data entry and assist in the compilation of data for various reports.
- locating digital and hard copy filed materials upon request.
- maintaining a high level of confidentiality in all interactions.
- organize, maintain, digitize and coordinate records and files.
- present a positive and professional image of the organization when interacting with all stakeholders.
- assist with administrative tasks as required by the Safety Coordinators and Leadership.
- perform other duties as assigned.

### Qualifications and experience

- minimum 2+ years' experience in an administrative role, preferably in the construction industry.
- creation and documentation of Control Systems.
- Health and Safety Administration (HSA) designation is preferred but not required.
- elevated analytical skills, high level of integrity and a solid work ethic.
- excellent computer skills and proficient in Excel, Word, Outlook and PowerPoint.
- strong organizational skills, multi-tasking ability and detail oriented.
- ability to work in a team environment or independently and be self motivated.
- ability to meet tight deadlines and/or urgent requests.
- professional and direct communication in both written and oral form.
- excels operating in a fast-paced team environment.
- a desire to deliver quality service and to work to high standards.

### Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required.
- valid Class 5 driver's license required.
- valid Occupational First Aid Certification (OFA) and WHMIS Certification preferred.
- the ability to maintain high levels of performance over 12-hour shifts.

**Please apply to:**

Human Resources, Tahltan Nation Development Corporation  
Box 250 | IR #9 Hwy 37N  
Dease Lake, BC V0C 1L0  
Fax: 250.771.5454  
Email: [jobs@tndc.ca](mailto:jobs@tndc.ca)

Only applicants selected for an interview will be contacted. Tahltans and Tahltan associates are encouraged to apply.

**SAFETY FIRST, SAFETY ALWAYS**