

# Occupational Health & Safety Coordinator

## Permanent Full-time Position

Prince George, BC



## Down to Earth Biology

Since we started EDI over 29 years ago, our people have defined our culture and have been instrumental in our success. As we continue to grow, we look for team members who want to make a difference by helping people. Our culture focuses on teamwork, a positive attitude, and adaptability to dynamic situations. We promote innovation at all levels. Our members are self-motivated, enthusiastic for continual improvement and effective communicators. Through relationships built among team members, we realize that EDI is not just a company, **it is our company.**

Our benefits include:

- Competitive compensation, including health benefits, profit-sharing and employee share ownership programs
- A commitment to long-term development through opportunities and support for professional advancement (e.g., internal mentorship, annual professional development budget)
- A challenging, dynamic, engaging and rewarding work experience

EDI is seeking an individual for Occupational Health & Safety Coordinator role to assist in promoting a culture of safety and a positive work environment. This position will report directly to the Director of Occupational Health and Safety to assist in coordinating, managing, and developing the Occupational Health & Safety Programs and supporting our team at EDI Environmental Dynamics Inc.

**A Day for the OHS Coordinator may include:**

- Assisting with the implementation and on-going administration of EDI's occupational health and safety program.
- Reporting to the OHS Director on project statuses
- Technical writing to support continual improvement for OHS manual and other safety documentation
- Preparing safety statistics and identifying leading indicators/themes for development
- Proposal/Project support for project managers in OHS profile submissions
- Assisting in managing OHS client approval systems such as: ISNetworld
- Supporting the Joint Occupational Health and Safety Committee as required
- Promoting health and safety awareness among all employees with a focus on injury prevention
- Performing other related duties as assigned

**Our ideal team member:**

- Strong organizational and interpersonal skills, with exceptional time management skills
- The capacity to work in a dynamic environment independently and take initiatives
- The ability to prioritize and manage several deadlines and clients
- Strong attention to detail and accuracy, coupled with enthusiasm for continual improvement
- Proficient in Microsoft Office
- Excellent verbal and written communication skills

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### Job requirements include:

- Successful completion of a one year Occupational Health and Safety Certificate from an accredited institute.
- A minimum of 3 years related experience or an equivalent combination of education and experience.
- Class 5 driver's licence

### **Application deadline – April 6, 2023**

*At EDI, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and team members. EDI believes that diversity and inclusion among our team members is critical to our success as a growing environmental company, and we seek to recruit, develop and retain talented people from a diverse candidate pool.*

*If you are ready for new challenges and a rewarding career experience, please email your resume and cover letter in confidence: [employment@edynamics.com](mailto:employment@edynamics.com) with **EDI2023-71 in the subject line**. Only candidates requested for personal interviews will be contacted.*

*Please take a moment to get to know us, visit <https://edynamics.com/>*

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