

Administrative Assistant

Employer: Health & Safety Professionals Inc.

Posted: 11 months ago

ES Job ID: 14284

Sector(s): Office & Administration

Closing Date: May 29, 2023

Location: Sault Ste. Marie

Duration: Student

Job Description:

Health & Safety Professionals Inc. is a health and safety consulting and training company. We provide Chief Prevention Officer (CPO) approved Basic Certification Training Part One, Two, and Refresher along with other workplace related training. We have designed an eLearning course and plan to expand those offerings in 2023. HSPI consults in all areas pertaining to occupational health and safety; violence and harassment, confined spaces, policies and procedures, and auditing. Our newest focus is on mental health in the workplace. The students have added so much to our organization, and we look forward to more engagement this year. We offer our students an excellent learning experience and our goal is to give them great experiences that they can use to launch their career.

Tasks and Responsibilities

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
- Update health and safety training material
- Assist in updating client policy and procedure manuals
- Schedule and confirm appointments and meetings
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Record internal work processes
- Record and prepare minutes of meetings

This is an 8 week contract, 35 hours per week.

Required Skills:

- Must be currently enrolled in or recently completed a related/relevant post-secondary education in a related field
- Communication and interpersonal skills
- Are self-directed and enjoy working on your own, and also enjoy working on a team.
- Ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint, Teams)

Requirements:

- Must be between 15 and 30 years of age
- Must be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students are not eligible to apply.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in



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WE'LL HELP YOU FIND IT.**

accordance with relevant provincial or territorial legislation and regulations.

This position is funded by Canada Summer Jobs.

How to Apply:

Send us your resume and cover letter by May 29, 2023 by email to info@hspinc.ca

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