

HR and Safety Coordinator

Reporting to the Chief Financial Officer of JNE Welding, the HR and Safety Coordinator is responsible for a variety of administrative duties for the Human Resources and Health and Safety departments. The HR and Safety Coordinator is also responsible for serving as the face of the Company by professionally greeting visitors and customers, handling incoming phone calls, and providing senior-level administrative and office management support.

The culture at JNE is a key to success. Fostering and building a culture of collaboration in line with the JNE core values will be an important part of the role.

The primary responsibilities of the role will include:

Provide support to the HR department through:

- Managing the recruitment process.
- Onboarding process.
- Coordinate employee review process.
- Data entry/ filing.
- Picture board updates.
- Other duties as assigned.

Provide support to the Health and Safety Advisor through:

- Onboarding process.
- Booking online training.
- Maintaining safety board updates.
- Recorder of OHC meetings.
- Other administrative tasks/data entry as assigned.
- Ensuring all work performed is in accordance with Company safety guidelines, safe work practices, and job procedures.

Provide administrative services through the following duties:

- Keeping track of and updating office databases.
- Coverage to the Office Administrator.
- Professionally greeting visitors (in person and over the phone) and directing them to appropriate JNE contact.
- Providing assistance to staff, managers, and senior-level officers as needed.
- Conducting administrative duties as required to keep the business running smoothly. This includes filing and preparing documents.

The ideal candidate will have the following education, experience, and qualifications:

- Administrative diploma or degree considered an asset
- Minimum 3 years of administrative/office experience
- Advanced Microsoft Office skills
- Strong communication and writing abilities
- Professional, positive, and team-oriented attitude

- Excellent organizational and multi-tasking skills
- Ability to work independently with minimal supervision
- Strong attention to detail and accuracy
- Effective time management in a fast-paced environment
- Strong interpersonal and customer service skills
- Ability to problem solve and make sound decisions
- Maintains confidentiality and acts with integrity
- Comfortable working with a wide range of team members
- Fluent in written and verbal English
- Commitment to workplace safety and company policies

JNE Welding is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. JNE offers competitive compensation, a comprehensive benefit package, onsite fitness facility, professional development opportunities, challenging work, and a commitment to continuous improvement and excellence. JNE places considerable emphasis in our hiring strategy on attitude versus pure aptitude. We continue to build a strong team that has depth in both personal leadership skills as well as industry related training and experience.

For more information about JNE Welding, please visit our website at www.jnewelding.com or our LinkedIn at <https://www.linkedin.com/company/jne-welding/>.