



**BUILDING TO A
HIGHER STANDARD**

About Us

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon, Austin and Dallas-Fort Worth, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single-family and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions. To learn more, click [here](#).

At Qualico, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and retail discounts.

Job Overview

Reporting to the National Safety Program Development Manager, as the **Administrative Assistant, Safety** you will provide administrative support and services relative to safety programs. You will also prepare, coordinate and maintain documentation to ensure the ongoing improvement of safety performance.

Your day-to-day responsibilities will include:

- Administering day-to-day safety programs and maintaining employee safety training records.
- Assisting in the preparation and implementation of internal and external Certificate of Recognition (COR) audits.
- Developing and maintaining record-keeping systems for safety related documents to ensure information is accurate, up-to-date and complies with legislation, regulations and COR requirements.
- Preparing correspondence for safety related communications, including memos, announcements, forms, templates, manuals, reports etc.
- Participating in the preparation, format and review of safety policies and procedures.
- Assisting Safety Manager with claims management.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- A creative problem solver; you think outside the box for solutions without fear of failure.

Essential Requirements

- High school Diploma, or equivalent.
- Minimum 1 year of experience in an administrative role.
- Previous experience with Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).
- Valid driver's licence and access to a reliable vehicle.
- Proof of COVID-19 vaccination.
- Satisfactory verification of criminal record check.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Work Conditions

You primarily work in an office setting during regular business hours.

Qualico is committed to the health, safety and wellness of its employees and the community. By continuing our commitment to maintaining a safe and healthy workplace, Qualico has implemented a COVID-19 Vaccination Policy that requires all employees in Canada to be fully vaccinated. Proof of vaccination, in the form of a provincially recognized document, must be submitted as a condition of employment. Our policy allows for accommodation in cases of valid medical or religious exemptions. Information related to proof of vaccination or exemption will be kept confidential.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: January 24, 2021

[Apply here](#)