



**SOUTH NATION  
CONSERVATION  
DE LA NATION SUD**



Tel: (613) 984-2948 • Fax: (613) 984-2872 • Toll Free: 1-877-984-2948 • 38 rue Victoria Street, Finch, ON K0C 1K0 • [www.nation.on.ca](http://www.nation.on.ca)

### Health & Safety Assistant

**Employment Period: Spring – August 2010**

**Compensation: To Be Determined  
35 Hrs Week**

#### **JOB DUTIES:**

Reporting to the Health & Safety Coordinator, the Health & Safety Assistant will perform a variety of administrative functions related to health & safety reporting.

#### **REQUIREMENTS:**

- General knowledge of workplace health & safety requirements under Ontario Occupational Health & Safety Act.
- Experience with computers and knowledge Microsoft Office programs
- Excellent organizational and interpersonal skills
- Valid Ontario Driver's License
- Previous office experience is an asset
- Bilingualism (English/French) is an asset

#### **SUMMARY OF MAJOR TASKS:**

- Assist with operation of the Joint Occupational Health & Safety Committee
- Assist with the general office duties related to SNC Health & Safety Program.
- Assist with the annual review of SNC Health & Safety Policies.
- Assist with workplace inspections.
- Other duties as assigned.
- All duties must be performed in accordance with SNC Safety Policy and Procedures, as well as the Occupational Health and Safety Act and Regulations.

**LOCATION:** The South Nation Conservation office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.

#### **Forward Resumes by April 1<sup>st</sup>, 2010 to:**

Dianne MacMillan, Senior Administrative Assistant  
38 Victoria Street, PO Box 29, Finch, ON K0C 1K0  
(613) 984-2948  
[dmacmillan@nation.on.ca](mailto:dmacmillan@nation.on.ca)

Please quote **'Health & Safety Assistant'** in the subject line. Resumes submitted via email must be in Word or pdf format. Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted.

*Our Local Environment. We're in it Together.  Notre environnement. Nous le partageons.*

