Are you looking to work for one of Canada’s Best Managed Companies? Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work-life balance for their employees? If so, look no further!!

The Safety Coordinator is committed to our corporate value of “Safety first” and determined to assist with Aviation and Corporate Safety Department in exceeding standards. The Safety Coordinator will respond to general inquiries, maintain records and provide organizational support in the coordination of Health and Safety initiatives.

WORK HOURS: Office Hours - Monday to Friday
LOCATION: 4760 Inglis Drive, Richmond (YVR)
TERM: Full Time Regular (Start date: April 1, 2020)
COMPENSATION AND BENEFITS: Competitive wage, extended health benefits, flight perks (including buddy passes and global inter-airline partnerships), revenue share, RRSP matching program, discounts at local restaurants and travel partner organizations, staff events and much more!

Responsibilities and Expectations

- Assist in Aviation and Corporate Safety programs - Occupational Health and Safety Plans; WCB; Safety Management System; Emergency Response Plan; Dangerous Goods; WHMIS; Human Factors; Crew Resource Management; Occupational First Aid; Hazard Prevention; Persons with Disabilities
- Create and update department manuals
- Update information on Aviation and Corporate Safety websites
- Prepare resources for meetings and training sessions
- Arrange and coordinate safety events and provide on-site support as required
- Maintain and track safety training records and health and safety data
- Perform record keeping, filing, data entry, and organization of Aviation and Corporate Safety reports

Qualifications/Assets

- Excellent administration, organization, time management and decision-making skills
- Superior written and oral communication skills
- Background in creating and or updating department manuals an asset
- Advanced knowledge of Microsoft Office applications (i.e. Word, Excel, Outlook, PowerPoint, etc.), and the willingness to learn new software applications
- Previous work experience in a similar role

ABOUT HARBOUR AIR GROUP
Launched in 1982, Harbour Air is North America’s largest seaplane airline. It flies more than 450,000 passengers annually, including commuters and tourists throughout coastal British Columbia. Our people are the backbone of our organization and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honoured as the recipient of numerous awards including Canada’s Best Managed Companies, BC’s Top 55 Employers, and Canada’s 10 Most Admired Corporate Cultures.

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com quoting 20-06 Safety Coordinator

DEADLINE: February 24, 2020