

ADMINISTRATIVE SUPPORT 3 – HEALTH AND SAFETY

An excellent opportunity exists for a reliable and detail-oriented individual to join our team in the position of Administrative Support 3 – Corporate Services, Health and Safety. Reporting to the Health and Safety Advisor this position is responsible for coordinating City wide training and maintaining City wide documentation for the City's Digital Action Tracking System (DATS). This position will provide administrative support to the Health and Safety Advisor and will participate in various OH&S related tasks as assigned. This position is well suited for someone with a strong technical and administrative background and a keen attention to detail.

FUNCTIONS/DUTIES: (but not limited to):

- Determine current and future training needs. Coordinate training through approved providers, liaise with Managers and Supervisors to determine employee availability; book meeting rooms, equipment, compile materials and distribute as necessary.
- Follow-up with training providers to receive training certificates in a timely manner and ensure information and details on certificates is accurate.
- Maintain OHS corporate recordkeeping system using the City's Corporate Recordkeeping Structure (CRS).
- Act as the City-wide DATS Administrator for uploading and maintaining training documents. Ensure documents are uploaded according to the City's uploading standards in a consistent and timely manner.
- Assist with the development and implementation of DATS health and safety forms and modules.
- Act as an administrator for the City's Safety Data Sheet (SDS) management system and maintain the SDS e-binder for City Hall, ensuring the most current SDS are available and indexing products when GHS labels are required.
- Assist in development/revision of policies, Safe Work Guidelines (SWGs), Safe Work Procedures (SWPs) and other health and safety management system requirements as required.
- Perform general support and assistance with other duties as assigned.

QUALIFICATIONS:

- Certificate or Diploma in Office Administration; equivalent relevant administrative experience will be considered.
- Post-secondary education in the Occupational Health and Safety field considered an asset, such as Health and Safety Administration.
- Familiarity with Alberta Occupational Health and Safety Act, Regulation and Code.
- Minimum of 1 – 3 years of administrative experience; administrative experience in occupational health and safety is preferred.
- Excellent organizational and adaptability skills to prioritize projects and provide innovative suggestions to internal processes.
- Proficient in office administration including office process, writing, editing, data entry and maintaining files, records, correspondence, Microsoft Suite (Word, Excel and PowerPoint advanced functions) with the ability to create professional quality work is essential.
- Strong technical skills with the ability to learn new software quickly and effectively.
- Demonstrated ability to communicate effectively both written and verbally to all organizational levels.
- High attention to detail, with the ability to take initiative and participate in a meaningful manner.
- A positive attitude with the willingness to learn new tasks.

HOURS OF WORK/SALARY & BENEFITS: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by July 17, 2026 at 4:30 p.m. If applying by email, please ensure position title is included in the subject line. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose, Attention: Health and Safety Administrator
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
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