

Admin Assistant - OH&S (Part Time)

Job Requisition	JR-2026-193 Admin Assistant - OH&S (Part Time) (Open)
Job Family	CUPE
Start Date	2026-07-29
End Date	2026-08-13
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Admin-Assistant---OH-S--Part-Time-_JR-2026-193
Description	Internal Closing Date: Aug 6, 2026

External Closing Date:

Aug 13, 2026

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

34.56

Minimum Weekly Hours:

23.5

Reporting to the Occupational Health and Safety (OH&S) Team Lead, this position performs a variety of admin assistant services to support OH&S.

Duties Include:

- Provides administrative support services including but not limited to, filing, distributing correspondence, copying, binding reports, booking meetings, administering a variety of documents, maintaining department files, preparing and distributing meeting agenda, notices and minutes.
- Acts as the main contact, answering inquiries of a routine nature as required.
- Works with the OHS team to ensure administrative processes meet regulatory compliance.
- Coordinates corporate safety training, develops and maintains safety training records and related certification(s).
- Reviews forms for completeness and follows up with the appropriate supervisor.
- Works with the OHS software system SafetyAdmin to ensure city wide compliance with required processes such as training, inspections, and safety meetings.
- Develops and maintains a database for drivers abstracts hearing testing, Hepatitis B, Influenza and related program participation.
- Purchases general office supplies and equipment.
- Makes travel arrangements as required.
- Communicate First Aid Attendants shift coverage and training.
- Post OHS training courses.
- Participate in safety related training courses and programs as required.
- Prepare and distribute minutes, monthly stats, and inspections for JOHSC meetings.
- Provide admin support to process and code budget, quotes, invoices, and payments.
- Prepare and post communication to all City staff regarding OHS programs and initiatives through Jostle.
- Coordinate Driver's Abstracts for all City employees who drive City vehicles as per policy.
- Performs other duties as required.

- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Office administration certificate.
- Minimum one year related administrative experience.
- Occupational health and safety knowledge preferred
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Able to type 55 correct words per minute.
- Able to prepare meeting minutes with satisfactory speed and accuracy.
- Able to exercise courtesy, tact, diplomacy and some persuasion in the exchange of non-routine information with other City employees, and the employees of private companies and members of the public.
- Able to make effective use of computer related software, general office equipment.
- Thorough knowledge of business English, punctuation and grammar.
- Working knowledge of office procedures, functional terminology and departmental regulations.
- Able to communicate effectively orally and in writing.
- Proficient in MS Office (Excel, Word including mail merges and PowerPoint).

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	City Hall Building
Time Type	Part time
Locations	
Supervisory Organization	Occupational Health & Safety