

EHS Administrator

At Aecon, we're building the future and our people are at the heart of everything we do. We're always looking for exceptional talent to work on our exciting and ever-expanding project portfolios. We are focused on being the #1 Canadian Infrastructure Company and the first choice employer in our industry.

Aecon Industrial brings seamless solutions to key clients through operational excellence and reliability. With the ability to self-perform across our diverse business offering and a strategic fabrication network, Aecon Industrial proactively and profitably manages projects across a diverse range of industrial business areas. (Renewable Energy, Natural Gas Distribution, Oil and Gas, Water, Mining, Cogeneration Energy, Chemical, etc.).

Position Overview

Aecon is currently seeking an EHS Administrator. Under the supervision and direction of the EHS Manager, the EHS Administrator will work closely with the EHS team to perform a variety of administrative tasks.

This is a temporary contract, project-based position in Greater Sudbury, ON

Key Responsibilities

- Responsible for collecting and scanning training files
- Responsible for the accurate and timely entry of training records into the employee master training file
- Responsible for ensuring soft and hard copy employee files are maintained at all times
- Assist with report requests and other administrative tasks as assigned

Required Knowledge and Experience

- 2 to 3 years of work experience related to administration
- Previous experience with SAP would be considered a strong asset
- Proficiency with Microsoft Office
- Strong organizational skills in order to meet multiple deadlines and multitask, while maintaining attention to detail
- Exceptional verbal and written communication skills
- Ability to work independently

Aecon has every intention of fostering diversity within and across our organization. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.