

Program Auditor

The Saskatchewan Construction Safety Association Inc. (SCSA) is an industry-funded association providing quality safety training and advice to the construction industry in Saskatchewan. The SCSA is an equal opportunity employer that offers competitive wages and total compensation to our employees. We offer many benefits including paid vacation and sick leave, professional development opportunities, employer paid benefits that are effective on the first day of employment and the option of participating in a contributory RRSP plan.

About the Role

Reporting to the Business Strategy and Development Manager, the **Program Auditor** is responsible for conducting health and safety management system audits, reviewing and evaluating various materials related to SCSA Programs and for providing safety related customer service to the industry, clients and other related stakeholders.

Responsibilities

- Conducting health and safety management system audits and leading audit teams.
- Translate and communicate areas of improvement based on audit findings.
- Provide mentorship/coaching to student auditors, clients and SCSA employees.

Qualifications

Typically, the knowledge and skills required for this position would be obtained through completion of post-secondary education in occupational health and safety and training or experience in conducting health and safety management system audits. Completion of the OHSMS/OHSAS 18001:2007 Lead Auditor (TPECS) course and CRSP designation would be considered strong assets. A combination of education, training and experience will be considered.

The successful candidate must also have the ability to successfully pass an internal certification.

Competencies

- Effective customer service, interpersonal, communication and conflict resolution skills;
- Ability to work in an objective and bias free manner, while ensuring sound judgment, honesty and integrity at all times;
- Ability to research, evaluate and develop solutions to customer service needs;
- Excellent planning and organizational skills including the ability to prioritize and effectively manage time;
- Ability to successfully pass an internal certification;
- Ability to work independently and within a team environment;
- Computer literacy, including effective working skills of Microsoft Word, Excel, PowerPoint and Outlook e-mail.

Conditions of Employment:

- This position requires travel within the province;
- A valid driver's license is required.

To Apply

If this sounds like a career you are interested in, submit an application online available at www.scsaonline.ca that includes a detailed resume and three references.

Applications will be maintained on file for one year however, you are encouraged to also apply for specific posting when available. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Submit application and resume to:
Human Resources
498 Henderson Dr.
Regina, SK S4N 6E3
E-mail: humanresources@scsaonline.ca
Fax: 306-525-1542

**Come join our passionate team of Safety Professionals where our goal is to
MAKE SAFETY EVERYONE'S BUSINESS!**