



Program Auditor

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded, membership based, non-profit organization that provides cost-effective, accessible safety training and advice to employers and employees in the construction industry throughout the province to reduce the human and financial losses associated with injuries. Registered March 20, 1995 the SCSA is, and has been since inception, committed to injury prevention. Serving almost 10,000 member companies, with business offices in both Regina and Saskatoon, the major business units of the association are Advisory Services, Business Development, Corporate Services, Program Services and Training. The mission of the SCSA is constructing safety leadership in Saskatchewan and the vision is to create the safest construction environment in Canada. For more information visit, www.scsaonline.ca

Summary

This position is responsible for conducting health and safety management system audits, reviewing and evaluating various materials related to SCSA Programs and for providing professional safety related customer service to the industry, clients and other related stakeholders.

Reporting to the Program Services Manager, the Program Auditor will be expected to travel throughout Saskatchewan, conducting audits on the client's site. This is a great fit for someone who is customer focused, has positive interpersonal skills with a patient demeanor.

Duties & Responsibilities

- Conduct health and safety management system audits in accordance with the SCSA National Standard audit tool guidelines, Quality Assurance program and the SCSA Code of Ethics.
- Maintain auditor integrity and satisfactory feedback from audit clients, student auditors and audit team members.
- Establish objectives, scope and criteria to all aspects of the audit process while ensuring communication with the audit client.
- Communicate audit results to the clients while providing reasonable recommendations in accordance to the audit findings.
- Assign responsibilities to team members when conducting audits as a lead auditor.
- Provide mentorship/coaching to clients and SCSA employees.
- Evaluate student auditor, course proficiencies, maintenance audits, SECOR audits and review client health and safety manuals as required.
- Provide excellent, effective and efficient customer service.
- Perform other duties as assigned.

Requirements

Education and Experience:

- Occupational Health and Safety degree or diploma.
- Training or experience in health and safety management system auditing.
- A valid and current National Construction Safety Officer (NCSO) designation.
- Knowledge of occupational health and safety legislation, Workers' Compensation Board policy.
- OHSMS/OHSAS 18001:2007 Lead Auditor (TPECS) course and CRSP designation would be considered strong assets.
- Knowledge with COR or SECOR is ideal.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint and Email.
- A valid driver's license is required.

Skills and abilities:

- Effective customer service, interpersonal, and conflict resolution skills.
- Strong communications skills, both verbal and written, with a high attention to detail.
- Ability to work in an objective and bias free manner, while ensuring sound judgment, honesty and integrity at all times.
- Ability to implement policy, rules and regulations in a fair and consistent manner.
- 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 work well independently, within a team environment.

To apply, contact Nicole Sebastian at Essence Talent Solutions with your resume. Competition closing date is October 24, 2018 at 5:00PM.

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www.essencerecruitment.ca