Safety Administrative Assistant (PART-TIME)

Position Summary

Atlantic & Southern Equipment is seeking a detail-oriented and organized Safety Administrative Assistant to support our Safety Department. This part-time position works closely with the Safety Manager to help ensure company safety programs, records, training requirements, and compliance activities are maintained efficiently and accurately.

Key Responsibilities

- Maintain safety records, reports, and employee training files.
- Enter, update, and manage safety data within company systems.
- Schedule safety meetings, training sessions, inspections, and related activities.
- Monitor employee safety training requirements and assist with tracking completion status.
- Support employee onboarding activities related to safety policies and compliance requirements.
- Assist with preparation and organization of safety documentation and reports.
- Perform general administrative duties that support company safety initiatives and departmental objectives.
- Maintain confidentiality of sensitive employee and company information.

Qualifications

- High school diploma or equivalent required.
- Strong computer skills.
- Excellent organizational, verbal, and written communication skills.
- Strong attention to detail and ability to handle multiple tasks efficiently.
- Ability to maintain confidential information with discretion and professionalism.
- Prior administrative experience preferred.
- Valid, clean driver's license required.
- Ability to travel occasionally, as needed.

Core Competencies

- Safety Awareness
- Attention to details
- Dependability
- Teamwork
- Time Management

Location Negotiable