



SAFETY & ADMINISTRATION OFFICER

14 September 2023

The Position

C.R.M Ready-Mix Ltd. is seeking an individual as a Safety & Administrative support to work in a full-time position at our Ready-Mix operation in Stratford, Prince Edward Island. This individual should have relevant experience in the construction industry. He / she should possess a strong background in Occupational Health and Safety. The successful applicant will report directly to the Plant Manager and will also assist in the management of our plant's in Stratford and Summerside. The person we are seeking will assist in providing a full range of administrative services.

Qualifications

Completion of high school (or equivalent) as well as a recognized Health and Safety Program from an accredited post-secondary institution. A CRSP certification is preferred. The candidate should possess excellent interpersonal and computer skills and have the ability to work independently. A valid Class 3 driver's license and experience in the operation of heavy trucks and other heavy equipment would be an asset.

Qualified candidates are encouraged to apply in confidence by submitting a **C.R.M. Ready-Mix Ltd. application** form (<http://crmready-mix.com/Careers.php>), proof of qualifications and the names of two supervisory employment references to:

Human Resources Department
C.R.M. Ready-Mix Ltd.
P.O. Box 160
Corner Brook, NL
A2H 6C7

robertjameskenny46@gmail.com

Deadline for applications is 21 September 2023.

We thank all applicants for their interest in this position but only those selected for an interview will be contacted.