



Temporary Position

**Position: Administrative Assistant**

**Department: Health & Safety, Quality & Environment**

Western Stevedoring is currently seeking to hire an Administrative Assistant as part of our Summer Student Program. The successful candidate will have completed 2<sup>nd</sup> year university/ college. Candidates enrolled in the BCIT Occupational Health and Safety Diploma Program would be preferred.

Western can offer you exposure to a dynamic heavy industry environment where we handle diverse and complex cargoes at multiple locations throughout BC. Reporting to the Manager, Health & Safety, Quality & Environment, this position will challenge you and provide exposure to many aspects of HSQE best practices and safety protocols.

You will provide support to the HSQE team daily through reinforcement of key safety messages while focusing on updating procedures, document management, data entry, field inspections, filing and other administrative tasks as required.

If you have a big appetite for learning and are ready to join a team of experienced and skilled leaders, please send your resume to [HR@westeve.com](mailto:HR@westeve.com)