

## Job Opportunity:

**New Brunswick Construction Safety Association** is seeking to hire an individual (s) for COR® auditing responsibilities. This job type is contract that could result into a staff position.

### Key responsibilities for auditor:

- A background in New Brunswick legislative requirements.
- Leading and assisting our clients in the execution and maintenance of their safety program initiatives.
- Maintaining contact with staff while completing internal and external audits.
- Planning and coordination with staff and clients on booking of external audits.
- Generating reports and scheduling of audits.
- Providing advice and information to clients during site visits and having great communication skills.

### To excel in this role, you should be able to provide:

- NBCSA COR Program training.
- Relevant qualification in health and safety.
- Time management and prioritization skills.
- Professional communication skills with demonstrated ability.
- Demonstrated knowledge of health and safety regulatory requirements, regulations, codes of practice and guidelines, and the ability to translate and apply these to the work environment.
- Administrative skills such as Microsoft, Adobe and be adaptable to learning new software programs.
- Experience in the construction environment, with some knowledge of construction equipment and products.
- Willingness to travel within and around the province as required.
- Bilingual abilities would be considered an asset.
- Flexibility to accommodate to client's internal schedules.

On job training and job shadowing will be provided to selected applicant.

If you feel that you are suited to this position, please forward your resume and cover letter to [lindy@nbcsa.ca](mailto:lindy@nbcsa.ca) on or before **August 31<sup>st</sup>, 2021**.