



Title: Safety Administrator

Location: Office location - #1, 2315 – 30th Avenue NE, Calgary.

What We Offer

- Competitive compensation and benefits package including RRSP matching.
- The opportunity to contribute to a growing organization with a strong reputation for excellence.
- A professional and collaborative work environment.

Job Overview

We are seeking a full-time **Safety Administrator** in Calgary. You will provide administrative support and services relative to safety programs for the business unit. You also prepare, coordinate and maintain documentation and conduct site visits to ensure the ongoing improvement of safety performance.

Your day-to-day responsibilities will include:

- Administering the day-to-day safety programs and maintaining employee safety training records.
- Assisting in the preparation and implementation of internal and external Certificate of Recognition (COR) audits. Developing and implementing audit action plans.
- Scheduling Safety Advisors for daily inspections
- Conducting safety orientations
- Developing and maintaining record-keeping systems for safety related documents, ensuring information is accurate, up-to-date and complies with legislation, regulations and COR requirements.
- Preparing correspondence for safety related communications, including memos, announcements, forms, templates, manuals, reports etc.
- Participating in the preparation, formatting and reviewing of safety policies and procedures.
- Liaising with the Workers' Compensation Board, and promoting applicable workplace Health & Safety legislation and regulations to ensure compliance across all business unit.
- Assisting with claims management, monitoring and identifying opportunities to reduce Workplace Compensation Board (WCB) and associated costs via effective claims management.
- Co-chairing the JHS committee and monthly safety meetings, and preparing agendas and meeting minutes.

Essential Requirements

- Degree/Diploma in Workplace Health & Safety, or equivalent.
- Minimum of 3 years of experience working in workplace safety focused role.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).
- Proficient in safety programs, such as SiteDocs.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Working Conditions

You primarily work in an office setting during regular business hours. Overtime may be occasionally required.

About Us

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as we have been doing already for over 50 years. With operations in Edmonton and Calgary, we service all residential and commercial needs.

Our team is dedicated to being an industry leader and to building long-lasting relationships with customers and their people. We seek to deliver exceptional service, on time and of the highest quality to all our customers. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing date: September 15, 2026

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