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Title: Safety Advisor

Location: 5651 70 St NW, Edmonton

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

Reporting to the HSE Manager as the **Safety Advisor** you are responsible for monitoring and enforcing compliance with Empire Envelope's Safety Program at all assigned work sites. You also promote a safe and healthy workplace culture, and leverage opportunities to continually improve workplace safety.

Your day-to-day responsibilities will include:

- Conducting site and location safety inspections to assess and document all information into the safety inspection system.
- Rectifying any unsafe conditions or acts, and taking immediate measures to mitigate risks and hazards when necessary.
- Leading safety orientations for new employees. Enforcing policies and legislative requirements to trades and all individuals assigned to company sites/facilities.
- Maintaining updated documentation of the work site Joint Safety & Health committee meetings for assigned work sites and locations.
- Administering first aid as required and appropriate.
- Assisting in the implementation of internal and external Certificate of Recognition (COR) audits.
- Investigating workplace incidents and reports of hazardous acts or conditions in accordance with Safety Program requirements.
- Evaluating the effectiveness of the Safety Program procedures, and initiating changes for continuous improvement.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High school diploma or equivalent.
- National Construction Safety Advisor (NCSO) Certification.
- ACSA courses (up to date).
- Standard First Aid Certification.
- Minimum 3 years of experience in the construction industry.
- Valid driver's licence with clean driver's abstract.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment and Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint). Familiarity with site docs and/or other safety online portals.

Preferred Qualifications

- Emergency First Aid and CPR Level C Certifications.
- Previous experience managing and conducting internal safety audits is an asset.

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.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You work in an office site and with regular field travel to construction sites daily in the Edmonton area as needed. Overtime may occasionally be required.

About Us

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as they 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: October 13, 2026

[Apply here](#)