

Materials Management & HSE Coordinator

Women Building Futures (WBF) is a non-profit organization that empowers women to become economically prosperous through industry recognized training. The Materials Management and HSE Coordinator Role carries two primary areas of responsibility: to lead a positive health and safety culture throughout the organization as well as manage the purchasing of inventory for training, shops, and other materials required within the training center.

Key Responsibilities

- Lead and monitor safety practices within the organization by developing, implementing, and communicating emergency and safety policies and processes (i.e. emergency response drills, first aid, OH&S, and COR compliance)
- Conduct Health and Safety orientations and monthly facility inspections
- Support the Health and Safety Committee presenting recommendations to the organization
- Champion new and maintain current, Health & Safety initiatives
- Oversee delivery of appropriate internal Health & Safety training
- Aid in incident investigations and make recommendations to prevent re-occurrence
- Manage budgets for shop and safety materials. Research potential vendors and negotiate prices.
- Manage material donations and work closely with Stakeholder team to procure materials at minimum or no cost
- Coordinate with training team and instructors to have materials ordered and available for classes
- Coordinate with the facilities team to streamline material orders and efficient acceptance of deliveries
- Maintain accurate Tool Crib inventory by issuing appropriate tools to students and instructors. Inventory includes location of tools, supplies and equipment, usernames and corresponding dates of the issuance and return of the equipment.
- Inspect tools and equipment for defects and wear, and repairs, services, and lubricates tools and equipment.
- Teach, support and share knowledge & experience to support in learning and development

Education and Experience

- Post-Secondary education in related safety discipline (NCSO, OHS Certificate, Occupational Health and Safety Diploma).
- Valid Class 5 Drivers License or equivalent
- Completion of a related trade certification will be an asset
- Proven experience with maintenance of tools and other equipment
- Knowledge of inventory control processes and procedures
- Strong communication skills and ability to adapt to different audiences. Excellent teamwork skills, including strong verbal and written communication skills.
- Ability to work with minimal supervision while paying close attention to detail
- Experience in a tool crib environment an asset
- Strong computer skills including Microsoft Office Suite applications
- Valid Standard First Aid Certificate

Interested applicants can email their cover letter and resume to careers@womenbuildingfutures.com

This is a full-time contract position. Background checks may be required. Please note only shortlisted candidates will be contacted.

Open until a suitable candidate is found.