

SAFETY PROFESSIONAL ADMINISTRATIVE ASSISTANT

Company Background: Garco Construction, Inc. is an ENR Top 400 general contractor with offices in Spokane and Tacoma, Washington. In addition to self-performing a substantial amount of construction, Garco provides high quality design build services through our in house architect and design department, as well as through strong partnerships with local and national architectural and engineering firms. We achieve this by employing highly qualified people, emphasizing advanced technology, continuing education, high safety standards and quality control.

Key Responsibilities: The Safety Professional Administrative Assistant will work in our Spokane, WA office in the Safety Department. In this role, the qualified applicant will provide administrative and secretarial support. The Safety Professional Administrative Assistant responds to non-routine correspondence and assembles confidential and non-confidential information, as well as deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. The essential functions of the position include but are not limited to:

- Exercise independent judgment related to day-to-day administration and efficiently and effectively handle multiple and shifting priorities
- Answer phones, takes messages or field/answer all routine and non-routine questions
- Maintain administrative records relating to construction safety programs as needed by the Safety Director.
- Create files for employee injuries, accidents, training needs, and training records; assist with record keeping functions for employee injury claims, incident reports, accident reports, mandatory drug testing and random drug testing.
- Create and maintain records of federal, state and internal safety inspections as well as coordinates inspection schedules with corporate safety officers and field personnel.
- Manage and maintain training materials and records related to construction safety.
- Assist in the generation and updating of all safety policy, accident prevention plans, and site-specific plans.
- Maintain supply levels of required forms, injured worker packets, drug testing kits etc.
- Perform filing, copying and data entry
- Communicate effectively, both verbally and in writing, with a variety of individuals and groups, clients, subcontractors, individual employees, jobsite teams, and company executives
- Work independently and within a team on special nonrecurring and ongoing projects

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Requirements:

- High school diploma, some college preferred
- Prior work in safety industry preferred
- Minimum of 3 years' experience in related areas and duties
- Proficiency in Word, Excel, and Power Point
- Experience with Spectrum[®] Construction Software preferred
- Pass a Pre-Employment Drug Test

Physical Demands: The duties of this job require the employee to regularly communicate with others in person, on the phone and/or via the computer and work primarily in an office setting and occasionally on a construction jobsite. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and use a computer. The employee may occasionally need to lift and/or move up to 30 pounds, with or without reasonable accommodations.

Position Type/Expected Hours of Work: This is part-time position. The employee will work Monday - Friday.

Competitive pay and benefits based on experience. Please send a cover letter and resume to: hr@garco.com. This job opening will remain open until filled.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.

NOTE: Please review the VOLUNTARY Applicant Self-Identification Forms for Women/Minorities, Veterans and Individuals with Disabilities on our website at <http://www.garco.com/careers>. Completing the Form(s) is entirely voluntary; the information is kept confidential and is used to study efforts to attract diverse pools of qualified applicants and to ensure equal employment opportunity. If you choose to complete the form(s), please submit with your application materials.