

JOB OPENING

CLOSES: Open until filled.

Complete Roosevelt County application at the Wolf Point Job Service.

Position: Safety Trainer/Coordinator & Administrative Assistant

This is a full time position (40 hours per week)

This will be .50 Safety and .50 Administrative Assistant position.

Pay: Pay based on an applicant's experience and education. A complete benefit package is available and will be discussed at time of interview.

Knowledge, skills and abilities: Need to have a knowledge of current safety policies, regulations and industrial processes, which include training employees on current safety protocol "Safety On Track" by the MACO staff. Will review plans and monitor Counties safety standards in accordance with OSHA and state regulations. Will maintain programs and record keeping systems to be sure that the county is in compliance. Will also be required to provide safety training and coordinate safety programs with respective insurance providers. Will be responsible for standardizing policies. A complete job description is available from the County Commissioners. This position does require some travel, with some overnight stays.

Education: Must have at least a High School Diploma or GED with a minimum of four years related experience. Would prefer someone with a Four-year bachelor's degree and some related work experience. A considerable amount of work-related skill, knowledge and experience with computers is needed. Must be able to use accounting software, Publisher, Power Point and word processing programs.