



Join us and make a difference.

Health and Safety Services Assistant – Bilingual

Permanent Full-Time, (35 hours/week); Bargaining Unit
Salary Range: \$48,238 – \$59,923 (annual)
Location: North Bay

As part of a high-performance team, you will provide comprehensive administration support for WSN's training programs, and as requested, for events. The Health and Safety Services Assistant – Bilingual secures the physical or digital venues that host scheduled training sessions, including booking hotel venues, or scheduling Zoom or Teams meetings on related software platforms. Another responsibility of this role is to ensure that program materials and products are ordered from the print service provider in time for scheduled training.

In this role, you will support accurate record keeping of training information by entering and checking the appropriate records in Dynamics 365. To achieve this, you must be a confident user of the Dynamics 365 platform, playing a critical role within the sales process by processing quotes, order and invoices for scheduled open and closed training. As required, you will support other end-users within the organization as they access the sales or training features and processes within Dynamics 365.

You enjoy relationship building and have a strong belief in excellent customer care services. You have demonstrated ability to build rapport, interact and maintain relationships with all levels of management, employees, key stakeholders, and external clients. Your ability to organize workloads and prioritize is accompanied by your ability to manage multiple tasks and work within tight deadlines.

You have obtained a post-secondary education or equivalent combination of education and experience in General Office Administration, complemented with three (3) years of related job experience. Bilingualism in English and French is required. You must possess advanced level oral French language skills.

To apply for this position, please forward your written application by 4:00 p.m. on **March 31, 2023 to:**

Human Resources

Workplace Safety North

690 McKeown Avenue

North Bay, ON P1B 9P1

E-mail: talent@workplacesafetynorth.ca

www.workplacesafetynorth.ca

Here to help make workplaces safer

Workplace Safety North (WSN) is a not-for-profit health and safety association funded by the provincial government to provide approved health and safety training and services to the mining and forest products industries. A trusted safety advisor, WSN and its legacy organizations have been helping make workplaces safer since 1915.

Why WSN is a great place to work

- Competitive Salary
- Company paid Group Benefits include: Health, Dental, Vision, Short Term Disability, Long Term Disability, Life Insurance, Dependent Life Insurance, Accidental Death and Dismemberment, Out-of-Province Travel Insurance and Employee Assistance Program
- Excellent Employee Pension Plan
- Professional Association/Affiliation membership fees, where eligible
- Competitive Vacation Time and Leave Entitlements
- Business mileage and meal reimbursement
- Leader in Health and Safety Practices



We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

WSN is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WSN will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process.