Job Title: Compliance and Safety Associate

Classification: Non-Exempt/FT REG

Summary: Assist Compliance and Safety department in providing to employees a safe and work environment. Assist in enforcing and ensuring full compliance with all applicable regulations in the workplace.

Essential Duties and Responsibilities:

- Serve in an administrative function including but not limited to data entry, reporting, analysis, and QA support
- Assist with Air Monitor/Noise studies and other required testing
- Compliance and Safety Documentation
- Assist in maintaining departmental metrics
- Assist with Self-inspections and compliance related audits
- Assist in providing Safety training to employees including but not limited to Orientations, Forklift training and certification
- Backup and support Safety, security and compliance departments and other internal departmental support as required.

Operational and Communication: Must have excellent interpersonal skills to be able to conduct training in open forum. Must be able to communicate with employees at all levels with hands-on and direct communication with all personnel. Directly involved in developing procedures to assure safety and compliance.

Supervisory Responsibilities:

- a. None
- b. Strong leadership skills required in daily communication at all levels.

Qualifications/Skills/Knowledge

- Computer skills including but not limited to: Excel, Word, PowerPoint, BPCS, and WMS
- Excellent organizational, written, verbal, communication and presentation skills; both English and Spanish
- Knowledge of governmental agencies
- Ability to read and interpret documents such as procedures manuals, specifications, graphics, journals, etc.
- Ability to calculate mathematical figures

Education and/or Experience: Company provides on the job training, additional technical and skill developing training might be required while on the job. Certificates in Safety Training a plus. College a plus

How to Apply: email resume with salary history, letter of application, and other related documents to hr@handgards.com. We conduct background checks and Drug Screening. Handgards is an Equal Opportunity Employer.