

IMMEDIATE EMPLOYMENT OPPORTUNITY

Health Safety and Environmental Administrator



Nationwide Boiler Delivers:

- Competitive Salaries & Incentives
- Attractive Benefits Package
- Safe & Comfortable Working Conditions
- Opportunities for Advancement
- Challenging Work Assignments

Benefit Highlights:

- Paid Family Medical & Dental
- 401K/Profit Sharing Plan
- 9 Paid Holidays a Year
- Paid Sick Leave
- Employee Life Insurance

Corporate Quick Facts:

- Founded in 1967, Privately Owned
- Products Include Boiler Rentals/Sales, SCR Systems, Economizers, Feedwater Systems & PLC Controls
- Over 60% of Sales are from Repeat Customers
- 25,000 sq. ft. Fabrication Facility

Nationwide Boiler Inc.

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* Benefits are subject to change without notice.

Nationwide Boiler Inc. has an immediate employment opportunity for a Health, Safety & Environmental (HSE) Administrator, located in Fremont, CA.

Major Duties & Responsibilities

- Perform various HSE activities and assists in program development and training. This position is a key HSE resource for our industrial programs and will establish strong working relationships with employees.
- Under the direction of the HSE Manager, the Administrator will help develop safety policies and procedures, organize team meetings, solve safety issues, coordinate audits and inspections, track corrective actions and incident data, review important safety documents, generate and maintain HSE documentation and many other duties that require a high degree of attention to detail.

General Knowledge & Skills

- High level of computer skills, including but not limited to:
 - Microsoft Products (Outlook, Word, Excel)
 - Adobe (Acrobat)
- Professional verbal and written communication skills.
- Self-motivated, detail-oriented and organized.
- Ability to prioritize tasks and meet goals and objectives.
- Resilient and able to change tasks frequently and smoothly.
- Ability to read and interpret a variety of regulations and requirements.
- Will attend conferences, trainings and seminars (generally local).
- Coordinate and perform individual and group training.
- Follow through and documentation are key in this position.
- Energetic, self-reliant, confident, and reliable, and thrive on the challenge of achieving your goals.

Preferred Requirements

- Two years of college with AA degree.
- Two to three years' experience in a construction or manufacturing environment with Health Safety and Environmental experience.

This position reports to the Health, Safety & Environmental Manager, and is located in Fremont, CA.