



Job Description

Position: Safety Office Support (Contract)

Reports to: Safety Manager

Overview: The office support contractor will complete data entry and electronic filing of our safety department in an effort to help T-Lane go green. The ideal candidate will be able to follow direction and has an eye for detail.

Responsibilities:

- Scan and electronically file documents into a database
- Rename documents to reflect consistency
- Data entry of employee and equipment files

Skills and Abilities:

- Willing to learn and adapt to process
- Enjoys repetition
- Team player
- Good communication

Knowledge:

- Grade 12 graduation
- Proficient with Adobe Acrobat and Microsoft Products
- Knows how to operate a standard scanner and rename documents
- Dropbox would be considered an asset