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## **Safety Administrative Assistant**

### **Employer**

Western Industries Plastic Products LLC  
22829 Smyer Rd,  
Winfield, KS 67156  
620-221-9464

### **Job Description**

**Job Location:** Winfield

**Position Type:** Full-time

**Job Shift:** 8 hour – day shift

**Job Category:** Admin-Clerical

#### **Summary/Objective:**

The Safety Administrative Assistant maintains the Environmental, Health, and Safety program files and related documents and forms and supports the Safety Department's administrative requirements.

#### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Job scope includes:

- Reliable and regular attendance
- Maintains all record-keeping and compliance for safety
- Distribute monthly training newsletter
- Follow up with Supervisors to ensure timely return of safety documents
- Promote safety when on the plant floor
- Communicate/track needed training, overdue training, certifications as well as recertification
- Ability to work flexible schedules as needed to meet safety and other training requirements
- Assists in maintaining compliance documents including accident and injury reporting, safety procedures and work instructions, environmental records, and others as assigned
- Maintains and ensures completion of onboarding, ongoing compliance-driven, and safety training
- Maintains safety surveys, observations, and inspections, audits

- Serve as a contact on work-related accidents which may include basic First Aid, near misses, and OSHA recordable
- Participates in the safety committee as the secretary
- Perform other related duties as assigned by the Senior Safety Manager

### **Competencies**

- Organized
- Accurate
- Strong analytical skills and systematic approach to problem-solving
- Demonstrate trustworthiness and professionalism with clients, peers, and team members
- Ability to make critical decisions while following company procedures
- Participate fully in relevant training programs and actively pursue other opportunities to develop knowledge and skills for the department
- Ability to perform work accurately and thoroughly according to requirements
- Must be proficient in reading, writing, speaking English and preferably Spanish

### **Supervisory Responsibility**

This position has no direct supervisory responsibilities.

### **Work Environment**

This position operates in both the office and manufacturing environments that are non-climate controlled, with noise levels that are moderate to loud, requiring associates to wear hearing protection. Fast-paced team environment with interruptions, quick communications regarding business goals, extensive short-term planning based on established/changing priorities, and ongoing problem-solving.

### **Physical Demands**

Standing, walking, bending, stooping for long periods, grip/grasping, twisting, reaching above the head, climbing stairs, lifting, and carrying 0-50 pounds. Able to work in a manufacturing environment with extreme heat up to 120 degrees and wear required Personal Protective Equipment (PPE)

### **Position Type/Expected Hours of Work**

This is a full-time, hourly position with schedules that meet production demands. This will be a shift position that will be 8:00 AM 5:00 PM Monday Friday with 1-hour lunch.

## **Qualifications**

### **Required Education and Experience**

- High School Diploma or equivalent
- 1 year or more experience working in an office environment

- Strong computer skills including MS Word, Excel, Outlook, and PowerPoint
- Interpersonal communication
- Verbal and written communication skills

#### **Additional Skills**

- Bilingual (English/Spanish) is a plus
- Strong presentation skills
- Strong relationship-building skills with all levels of employees
- Conflict management/composure
- Ability to work with other departments to improve and instill a safety culture
- Highly organized with the ability to multi-task and deal with ambiguity/changing priorities
- Ability to self-manage and self-start on projects, able to work with minimal supervision
- Judgment/problem solving

#### **Work Authorization/ Security Clearance**

Must be legally authorized to work in the United States.

#### **EEO Statement**

Western Industries Plastic Products, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Application Instructions:** Can come apply in person at 22167 C Street Winfield KS 67156 or

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