

# ADMINISTRATIVE ASSISTANT (SAFETY) – Job description

## NIBBI SUMMARY

Nibbi Brothers is a dedicated team of construction professionals servicing our clients and community by building with integrity, innovation and quality. Nibbi upholds the highest standards in job site safety, safe building practices, and employee safety education. Our core markets include commercial developments, community based education facilities, mixed use and multifamily housing, seismic upgrades, historic upgrades, and waterfront projects; we also have a structural concrete division. Over 95% of our projects are negotiated, ranging in size up to \$150 million.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We encourage leadership training and continuing education at all levels. We continuously strive to recruit, develop, and retain the best talent.

## POSITION SUMMARY

The Administrative Assistant's primary responsibilities are to provide general clerical, scheduling, and organizational support to Nibbi's Safety department. This position reports to the EH&S Director.

## ESSENTIAL FUNCTIONS

- Support the Safety department with data entry, file system maintenance, meeting coordination, calendar management, and other administrative tasks.
- Understand and assist with the implementation of the Safety department's systems and policies.
- Work collaboratively and effectively with Safety department team members, all levels of management and staff, as well as outside clients and subcontractors.
- Maintain a professional, courteous, and helpful demeanor.

## RESPONSIBILITIES

- Update and maintain the Incidents Log, managing all incident documents.
- Support the EH&H Director with managing the safety portion of subcontractor prequalification in Textura.
- Compile Monthly Safety Reviews (MSRs) for monthly reporting.
- Create summary sheets of each week's Job Site Reviews (JSRs).
- Upload weekly Project Status Report (PSR), and other documents as assigned, to the intranet.
- Support the Nibbi Safety Professionals in managing Job Hazard Analysis (JHAs) reports.
- Track and report the Safety Professional's hours to the EH&S Director.
- Perform monthly inspections of the AED devices in the Nibbi office.
- Assist with safety training invoice tracking.
- Assist with planning safety department events.
- Coordinate travel arrangements for safety department.
- Other duties and special projects as assigned.

## QUALIFICATIONS

Administrative Assistant candidates must have 1-2 years relevant experience, preferably in construction safety. High School diploma or equivalent experience is required, college degree preferred. Candidates must show careful attention to detail, have exceptional communication skills, be able to self-direct, and capable of prioritizing a varied workload. Key competencies are initiative, communication, teamwork, and dependability. Must be proficient in MS Word, Excel, and Outlook.

## **COMPENSATION & BENEFITS**

Comprehensive medical, dental, and vision insurance

Flex plans

Supplemental insurance plans

401K with employer matching

PTO

Holidays

Incentive compensation bonus

Educational reimbursement

Gym membership discount

Discounts at select retailers

**This job description is subject to change at any time.**