



## Health and Safety Administrative Assistant (NOC 13110)

### Description

Winkler Meats Ltd.  
270 George Avenue  
Winkler, MB R6W 3M4  
Phone: 204-325-9593 Website: [www.winklermeats.ca](http://www.winklermeats.ca)  
GST 894362938 RT0001 DUNS 20-519-7163

Position: Health and Safety Administrative Assistant (NOC 13110)

Number of Positions: 2

Wage Scale: Starting \$22.00

Terms of Employment: Permanent Full-time (40 hour/week); includes varied shifts and hours with the potential of overtime and potential weekend shifts.

Language at work: Required CLB 5 English

Benefits: After 3 months of employment, employees are enrolled in a Group Benefit Package which includes: Health, Dental, Prescription Drugs (company pays); and life/disability insurance (employee pays). An additional health spending account is also given (company pays); 24/7 virtual health care provided; After 2 years of continuous employment, employees are eligible to enroll in a company matched RRSP/DPSP retirement plan.

Vacation: 10 business days paid vacation after one (1) full year of work.

Reports to: Health & Safety Manager

Purpose: Risk assessment, continuous improvement and understanding with employees, safety management.

Experience level: Minimum 2 years experience which shows skills matching the duties and responsibilities, qualifications and shows ability to meet the

### Closing Date

March 30, 2027

### Categories

Business, Finance and Administration

### Employer

Zaifman Law

### Location

Rural

### Address

270 George Avenue  
Winkler, R6W 3M4

### Job Type

Full-time

### Education Level

High School

### Wage

\$22.00 - \$22.00

expectations of the company as noted below.

Education: Completion of secondary education in relation to the field.

Contact Information: (email) [hr@winklermeats.ca](mailto:hr@winklermeats.ca)

Duties/Responsibilities:

- Development of policies, procedures and training programs to promote safety
- Adhering to OHS compliance
- In person training
- Incident investigations
- Risk Assessment
- Reporting and follow up
- First aid administration
- High attention to detail and quick thinking
- Preparing all documentation for employee and filing of signed documents
- Meeting deadlines and following through with tasks
- Attending and note taking meetings

Qualifications & Expectations:

- Minimum 2 year experience
- Secondary Education
- Interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy
- Prior experience in Health & Safety with food manufacturing
- Communication skills- must speak/write/understand English
- Attention to detail with high accuracy rate
- Able to adapt to Canadian working conditions and culture

Working Conditions:

- Repetitive motion
- Sitting for long periods of time
- Comfortable going into the plant (handle seeing and being around blood and deceased animals)

## Email

[hr@winklermeats.ca](mailto:hr@winklermeats.ca)