

Safety & Training Coordinator:

Highway Supply, LLC is looking for a creative & motivated self-starter to fill our open position of Safety & Training Coordinator. We are seeking someone to help grow our workforce through training/continuing education, both professionally and personally by helping to create and implement a robust training matrix. Our goal is to increase Safety Awareness by crafting a positive Safety Culture. Experience in managing a safety program is required.

Primary Function:

This position is responsible for managing Highway Supply's Safety Program Participation & Compliance.

Core Responsibilities (including, but not limited to):

- Seek & coordinate training opportunities
- Conduct safety trainings – i.e. Flagger, Attenuator, Forklift, GOAL, New Hire Orientation, etc.
- Conduct quarterly safety meetings
- Monitor Toolbox Meeting compliance
- Conduct Safety Committee meetings
- Attend partnership meetings with AGC, ABC, etc.
- Manage liability claims (both internal and external)
- Investigate all accident and reporting claims
- Provide information by answering employee questions and requests
- This individual will be required to take on additional trainings and certifications as part of the position – i.e. OSHA, First Aid/CPR, TCS/TCDS, Flagger, Defensive Driving, Forklift Trainer, Reasonable Suspicion
- Other duties as needed

QUALIFICATIONS & REQUIREMENTS:

Education/Certification: High School Diploma or GED

Skills/Qualifications: Analyzing Information, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, General Math Skills, Verbal Communication, Organization, Exceptional Customer Service, Ability to Multi-Task in a Fast-Paced Environment, Basic Microsoft Office skills

Experience: Basic Microsoft Office skills

To apply, stop by in person at 6221 Chappell Road NE, Albuquerque, NM 87113. Or visit our website at www.highwaysupply.net and click on the careers tab to fill out an application. Please be sure to include all the necessary materials (including a copy of your current MVR/Driving Record).