



OPEN POSITION

Safety & Human Resources Administrator

- Five years' experience in an administration role
- Excellent verbal and written communication
- Proficient in Microsoft Office
- Detail-orientated
- Organized, multi-tasker
- Understanding of policies and procedures
- Accounting experience an asset
- Knowledge of the National Safety Code
- Human Resources experience an asset
- Experience working with Safety programs (ISN, Comply works)

Foothills Tank Rentals offers scheduled work hours, competitive wages and a benefit program.

Please drop off a resumé at our office in person to Travis or Will

***Travis: 403-846-9863 • Will: 403-846-1677
or email resumé to travis@foothillstankrentals.com.***