

Environment, Safety, QC Coordinator

Summary:

We seek a highly organized, outgoing individual with great people skills, outstanding oral and written skills, and the strong ability to multitask and balance the three primary roles of this job.

Duties and Responsibilities:

- To quickly and effectively read and understand all necessary material
- Constantly re-educate, review, and update all material on a minimum of a yearly basis
- Meet with all regulators and masterfully present all proper paperwork and company practice
- To properly understand, sample, and communicate results of quality control sampling
- Review the Quality Control Test results with our Treating Technician to assure the proper steps are taken in producing a superior quality product
- Run monthly Safety Meetings to be presented to all employees to assure we maintain our high level of focus on the safety of our employees
- Run Safety Committee Meetings and record minutes, then compile, transcribe, and distribute minutes
- Create and Modify Documents using document and spreadsheet editors
- Maintain Hard Copy and Electronic Filing System
- Submit all essential paperwork to local, state, and federal agencies within the necessary time frame
- Work with management to conform to all necessary environmental rules and regulations
- Conduct research, compile data, and prepare papers for consideration and presentation by executives
- Review operating practices and procedures in order to determine whether improvements can be made in areas such as safety, quality control, and environmental practices
- Assist in keeping our facility neat, clean, and organized
- The nature of this responsibility requires a person who can multitask and illustrates magnificent time management practices
- Extreme organizational practices and capabilities
- Keep all necessary data confidential
- Any other task you are asked to complete by senior management

Education and Skill Requirements:

- Basic reading, writing, and arithmetic skills required. This is normally acquired through a High School Diploma or equivalent.
- Knowledge of Microsoft Office programs as well as internet competency.
- Any post High School education is a plus.
- Any forestry or farming background a plus.

Benefits:

- Company Paid Premium Health Insurance Benefits
- Full Time Year Round Employment
- Vacation based on Time Earned
- Company Issue Uniforms

Important Notes:

1. This position requires outstanding communication skills. You must include a cover letter with your resumes. There will be absolutely no exceptions.
2. All applicants must respond to applications@mainewoodtreaters.com only.
3. We welcome applicants from any location, however, we will not pay re-location or travel expenses to come to Maine to interview.
4. This position dually requires both sit down office work as well as functions requiring physical activity.