JOB POSTING

JOB TITLE: PSM and RMP Administrator
DEPARTMENT: Safety
POSTING DATE: 10/3/2019
POSITION OPENINGS: 1

Position Summary
Serves as the administrator and coordinator for the safety programs for the Miller Poultry plant. Leads the PSM and RMP program for Plant.

Essential Duties and Responsibilities
- Lead the PSM Program working with Safety Team and Maintenance
  - Lead PSM Team Meetings
  - Managing PSM Task Timelines
  - Responsible for all documentation
  - Coordination of Operations
  - SOP for PSM Program
  - Reporting progress/issues to Safety Steering Committee
- Provide day to day administration and record keeping for the plant's safety programs
- Take an active participatory role in strategic planning of safety initiatives
- Provide advice and consulting to the Supervisor concerning recommended procedures for the Plant.
- Act as the Safety Manager’s designee for all duties and responsibilities designated to the Safety Manager when the Safety Manager is not available or onsite to fulfill these duties
- Work with Safety Manager to review, consolidate, simplify and update all written programs and procedures
- Accompany the Safety Manager in facility or line inspections while recording OSHA violations, unsafe activity and other observed issues
- Attend Safety, Microsoft Office, Project Management and other educational workshops or classes as requested by the Safety Manager
- Shares responsibility with the Safety Manager providing training sessions for employees
- Do research as requested and submits findings and recommendations
- Responsible for obtaining data and reports to support safety analysis and decision making
- Other tasks as requested by Safety Manager
- Strong verbal, written, and persuasive skills are required
- Proficient in Word, Excel, Power Point
- Must relate well with others and have good business acumen
- Must demonstrate honesty and strong business ethics.

Qualifications
- Accountability - Ability to accept responsibility and account for his/her actions.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Presentation Skills - Ability to effectively present information publicly.
- Tactful - Ability to show consideration for and maintain good relations with others.

Qualified candidates may see HR for Shift or Department transfer application.

HR Manager ___________________________ Date: ____________