Safety Intern

Department: Risk Management/Safety Date: 3/22/2018

Location: Green Bay Reports to: VP Risk Management

Job Status: Part Time

**PURPOSE OF POSITION:** The Safety Intern will primarily be responsible for supporting a variety of risk management functions such as data entry, safety and audit reports, behavior observations, and regulatory compliance.

**FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

**ESSENTIAL FUNCTIONS:**

* Update First Aid Kits in Warehouses
* Assist VP of Risk Management and Safety Coordinator with claims
* Enter claims into information system in a detailed manner
* Assist Safety Coordinator with various tasks
* Conduct safety observations throughout facilities
* Participating in new hire orientation as needed
* Other duties as assigned

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:**

Sitting, talking, hearing, and vision are required over 95% of the time, while walking is required about 5% of the time. Feeling is required 75% of the time, and reaching is required about 20% of the time. Bending, twisting, and climbing are required less than 10% of the time. Low levels of lifting (10 pounds or less) is required about 10% of the time, while medium levels of lifting and carrying (20 to 40 pounds) are required less than 5% of the time.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

Over 95% of the time is spent indoors, with protection from weather conditions. Exposure to distracting or uncomfortable noise levels is present only in unusual situations.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer terminal, printer, calculator, copy machine, fax machine, E-mail, label printers and telephone with voice mail.

**QUALIFICATIONS NEEDED:**

A high school diploma or G.E.D. equivalency is required. Post high school education preferred. Previous human resource and recruiting experience preferred. Customer service skills, and experience with computerized software would be beneficial. Attention to detail, multi-tasking, self starter and high level of confidentiality. Must be proficient in Microsoft Excel, Word.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. RGL retains and reserves any or all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

**Deadline to apply is: April 6, 2018**

Interested candidates need to discuss this opportunity with their current leader. The discussion should focus on whether this position would be a good match with your skills, abilities, experiences and career expectations.

If you agree that this position could be right for you then both you and your leader should sign this posting and email or send it to Human Resources. Attn: Jen Scharnweber ([jscharnweber@rgllogistics.com](mailto:jscharnweber@rgllogistics.com) ). Please include your resume also. Contact Jen if you have any questions on the process.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would like to apply for this position.

(Please print name)

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**(Candidate signature) (Date)**

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**(Leader signature) (Date)**