



GLOBAL ENVIRONMENTAL NETWORK, INC.

Global Environmental Network, Inc. provides the most effective and efficient
Environmental, Safety & Construction Engineering Services.

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Job Title: Safety Training Assistant

Job Summary:

Under supervision, the **Safety Training Assistant** will be responsible for the coordination, tracking and administration of client training classes. Must be flexible, organized, creative and multi-tasked oriented. A strong knowledge of business practices and the ability to handle independent job responsibilities is required.

Duties and Responsibilities:

1. Coordinate, track and administer client training classes.
2. Assists with development of training materials and presentations.
3. Communicate and coordinate with GENI's suppliers for timely preparation and delivery of material.
4. Support GENI Management by providing relevant cost information for project packages, proposals, presentations and other needs.
5. Communicate to client and contractor needs and issues.
6. Any other matters as directed by management.

Performance Standards:

1. Must comply with GENI policies and procedures as outlined in the Employee Manual.
2. Must work enough hours to meet the needs of the position.
3. Enthusiastically support departmental and company goals.

General Requirements:

1. The Safety Training Assistant position is hourly, 40 hour week position.
2. Assist with the communication, tracking, administration and reporting of client training programs.
3. Must be able to function in a high-pressure situation with minimum supervision.
4. Knowledge of word processing and spreadsheet software is a must.
5. Must be capable of setting goals and targets, be self-motivated, have good time management skills and be able to handle multiple projects at a time.
6. Must be a good listener and able to follow detailed instructions.

Minimum Qualifications:

1. High School Degree or better. AA Degree or better is a plus.
2. Knowledge of OSHA Compliance Courses in the Construction Industry would be a plus.
3. Strong knowledge of business practices.
4. Must be able to write clearly and concisely technical business correspondence.
5. The maturity to handle independent job responsibilities
6. Team player attitude, flexible, able to work within a quick turn-around, fast paced environment with multiple deadlines.
7. HUBZone / Enterprise Zone resident preferred.
8. Must possess a valid California driver's license with a clean driving history.