

POSITION NAME:

HR, Safety & Travel Administrator

LOCATION:

This position is an office-based position located in Smithers, BC with some opportunity for remote/hybrid work.

JOB TYPE:

Full Time, Permanent

ABOUT THE ROLE

Base Diamond Drilling and Konaleen Drilling are seeking a highly organized **HR, Safety & Travel Administrator** to support the daily administrative operations of both companies. This position plays a central role in managing HR documentation, safety recordkeeping, travel logistics, crew mobilization, and schedule administration.

This is a fast-paced, detail-oriented administrative role supporting multiple departments. The successful candidate will be a strong communicator, comfortable working with data systems, and able to manage time-sensitive tasks with accuracy and professionalism.

REPORTING STRUCTURE

Primary Supervisor: Operations Executive

Dotted-Line Support: HR/Safety Consultant

Key Collaboration:

- Group COO - Base & Konaleen (Scheduling and Onboarding)
- President & CEO - Base (Scheduling and Onboarding)
- Executive Administrator (Finance & Business Administration)

KEY RESPONSIBILITIES

1. HR ADMINISTRATION

- Maintain accurate employee profiles, including certifications, training, medical information, and other required documentation.
- Onboard new employees, facilitating account set-up and paperwork completion.
- Track onboarding and offboarding requirements and upload related forms, certifications and personal documents.
- Monitor certification expiry dates and coordinate renewals.
- Support HR changes, benefits paperwork, and employee file maintenance.
- Generate reports on certifications, training, and HR compliance as requested.
- Escalate HR concerns and compliance issues to the designated HR/Safety lead.

2. SAFETY ADMINISTRATION

- Review and edit situation reports, equipment inspections, pre-job hazard assessments, safety meetings, etc. in DATS ensuring consistency and accuracy of safety information.
- Work with Supervisors to ensure that all site safety documentation is submitted, complete, and properly maintained.
- Track corrective actions and follow up on overdue items with field leadership.
- With support from the Fractional HR/Safety Consultant, organize, maintain and upload safety, environmental and operational program documents in DATs.
- Run safety reports and assist with audit preparation (if applicable).
- Escalate safety concerns or recurring issues to the HR/Safety consultant.

3. TRAVEL & ACCOMMODATION COORDINATION

- Coordinate flights, rental vehicles, accommodations, and rotation logistics.
- Maintain or support rotation calendars and mobilization schedules.
- Ensure employees meet all training and certification requirements prior to mobilization.
- Communicate itineraries and schedule changes to supervisors, field staff, and operations teams.
- Track and code travel-related expenses and provide supporting documents to financial administration.
- Collaborate with administrative staff on travel reconciliation, invoices, and payment documentation.

4. OPERATIONAL SCHEDULING ADMINISTRATION

- Administer the operational personnel schedule for Supervisors, Drillers, Helpers, and 5th Persons.
- Enter and update schedules in Ganttlic based on direction from senior operations leadership.
- Ensure schedules accurately reflect approved crew rotations, leave, standby, and assignments.
- Communicate schedule updates to relevant internal teams as directed.
- Identify and flag administrative conflicts (expired certifications, unavailable travel, inconsistent data).
- Coordinate scheduling data with HR, safety, and travel workflows to ensure operational efficiency.

This role does not:

- determine staffing levels
- assign personnel
- approve schedules
- make hiring decisions

All such decisions remain with senior operations leadership.

This role ensures accurate, timely schedule administration and system alignment.

5. COLLABORATION WITH ADMINISTRATIVE AND OPERATIONAL TEAMS

- Work closely with administrative staff handling accounting, payroll, AP/AR, and finance.
- Provide coded travel invoices, receipts, and documentation for financial workflows.
- Support communication and alignment between HR, safety, scheduling, travel, and operations functions.

QUALIFICATIONS & EXPERIENCE

REQUIRED

- 2+ years administrative experience in HR, safety, operations, or related fields
- Strong computer and data-entry skills
- High attention to detail and accuracy
- Ability to manage multiple priorities in a fast-paced environment
- Professionalism and discretion with confidential information

PREFERRED

- Experience in drilling, mining, forestry, construction, or industrial operations
- Experience with digital safety/HR systems (DATS, SiteDocs, etc.)
- Familiarity with WorkSafeBC processes and compliance requirements

KEY COMPETENCIES

- Highly organized with strong time management
- Clear and professional communicator
- Tech-comfortable and quick to learn new systems
- Strong judgment and problem-solving
- Comfortable escalating issues appropriately
- Reliable documentation and follow-through habits

WORKING CONDITIONS

- Office-based role with frequent interaction with field staff, supervisors, and administrative teams.
- Workload fluctuates with drilling activity, rotations, and safety reporting cycles. Schedule flexibility is a necessity.
- After-hours coordination may be required due to travel disruptions or safety issues.

TO APPLY

Please submit resumes and expressions of interest to info@basediamonddrilling.com