



Example of Safety Assistant Job Description

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Our growing company is searching for experienced candidates for the position of safety assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for safety assistant

- Assists on other projects as required
- Leads the planning process for four Outstanding School Safety Patrol luncheons held in DE, NJ, SE PA and NE PA by coordinating all logistics, communications and event details
- Assists with the planning and coordination of traffic safety events as required on behalf of the department
- Assists with requests for information or scheduling presentations for department manager
- Assists with the creation of the bi-annual newsletter, The Patroller and provides editorial support of regional Facebook submissions and event flyers
- Identify, initiate and implement process and workflow procedure improvements by monitoring and communicating workload projections and metrics for respective therapeutic areas and by participating in area budget process and proposals for assigned teams of healthcare professionals (approx
- Oversight of the timely capture of accurate quality, clinical adverse event information
- Directly responsible for the design and execution of safety management activities including successful completion of CSR deliverables
- The potential actions of this position could impact the accuracy of decision-making regarding assigned products in clinical studies with respect to product approval and safety labeling (both marketed/un-marketed), patient safety and patient quality of life

Qualifications for safety assistant

- Experience in Safety is a bonus, but not required
- Minimum 1 to 2 years of experience in a Safety Department setting preferred
- You will have a driving licence valid for driving in the UK
- Five years' experience as an office executive assistant, or a combination of education, training and experience
- Mental alertness and adaptability to office work routines is required
- Can work independently in a fast paced office environment handling multiple priorities