



Safety Administrative Specialist

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Huwa Enterprises is a nationally renowned land reclamation and restoration company that has successfully reclaimed over 3 million acres of land across 44 states in the United States. We use innovative, science-based and environmentally sound practices in our work and continue to evolve as we partner with clients in specialty areas such as land reclamation, renewable energy, civil infrastructure, and natural disaster recovery, utilizing the most advanced tools and technology available.

Huwa Enterprises is currently seeking a motivated and organized Safety Administrative Specialist to support the Safety, Compliance, and Human Resources departments. This position plays a critical role in supporting day-to-day administrative functions related to safety documentation, employee records, compliance tracking, onboarding, reporting, and operational support while helping promote and maintain the company's overall safety culture and operational excellence.

We are currently seeking to fill a Safety Administrative Specialist position. See description below.

Position: Safety Administrative Specialist

Classification: Exempt

Reports to: Compliance Officer

Job purpose: Responsible for assisting the Safety and Compliance Team with administrative support, documentation Management, onboarding assistance, data entry, reporting, communication, and coordination of safety and HR related tasks

Key Duties/Responsibilities:

Safety & Compliance Support

- Assist with safety documentation, reporting, and electronic file management
- Help maintain employee training records, certifications, and compliance tracking
- Support onboarding processes including safety paperwork and orientation documentation
- Assist with scheduling safety training, meetings, and employee communications
- Maintain accurate records for inspections, incidents, observations, audits, and corrective actions
- Assist the Compliance Officer with DOT, OSHA, ISNetworld, client compliance, and reporting requirements
- Support tracking and organization of OSHA logs, certifications, MVRs, drug testing documentation, and related compliance records

Administrative & HR Support

- Perform data entry and maintain accurate employee records
- Assist with onboarding packets, personnel files, and document collection
- Support HR related functions and employee communications
- Answer phones, emails, and assist employees professionally
- Assist with organizing meetings, travel arrangements, and scheduling as needed
- Maintain confidentiality with sensitive employee and company information

Technology & Systems

- Basic computer skills required including:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Outlook
 - PowerPoint
 - Electronic file management systems
- Ability to learn and operate company systems and software platforms including HCSS, HSI, Foley, PTC, and other client-required systems

Qualifications:

- High School Diploma or equivalent required
- Associate degree or related education preferred but not required
- Previous administrative experience preferred
- Strong organizational and communication skills
- Ability to multitask and work in a fast-paced environment
- Professional attitude and willingness to learn
- Ability to achieve OSHA 10 and OSHA 30 certifications within designated timeframe after hire

Other Duties

- Maintain a positive and professional attitude
- Support company safety culture and core values
- Assist team members and departments as needed
- Perform other duties in addition to or in lieu of those described above, and any duties are subject to change at any time according to the needs of the company

Salary:

Anticipated Hiring Wage Range: \$19 to \$26 an hour DOE

Benefits:

Huwa Enterprises offers a comprehensive benefit package which includes a wide array of valuable benefit options for health, dental, vision, and life in addition to many optional benefits including such things as accident, hospital indemnity, EAP (employee assistance program), legal, pet insurance and others.

To Apply:

Please complete the online application form at [Application – H2 Enterprises](#).

This position has been designed for an internal candidate as a promotional opportunity and is open for application to current Huwa Enterprise employees only. You may contact Human Resources with any questions by e-mailing HR@HuwaEnterprises.com.

Notice to All Applicants:

- 1) Proof of eligibility to work is required to be produced within three (3) days of hire;
- 2) Direct Deposit is a condition of employment;
- 3) Applicants may be required to complete a successful background check prior to employment, including but not limited to drug screening and MVR, depending upon the duties of the position;

4) Requests for ADA reasonable accommodation in the application process can be requested by contacting HR@HuwaEnterprises.com.

Essential Functions

Work Environment:

While performing the duties of this Job, must be able to work in all types of weather, including extreme cold (non-weather) and extreme heat (non-weather). The employee is occasionally exposed to wet or humid conditions (non-weather); fumes or airborne particles; toxic or caustic chemicals; The noise level in the work environment can be loud. The employee is frequently exposed to work near moving mechanical parts and vibration. The noise level in the work environment can be loud.

Physical Demands:

The employee will be required to lift and /or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. The employee must be physically capable and coordinated to safely operate mobilized vehicles, equipment, hand, and power tools. Specific vision abilities required by this job include distance vision, peripheral and depth perception, and ground personnel hand signals. Specific hearing abilities required include identifying equipment functions, malfunctions, signals, alarms, and ground personnel horns. While performing the duties of this Job, the employee is regularly required sit while operating, keeping muscles stable for long period of time without becoming fatigued. The employee is frequently required to climb in and out of equipment; bend, twist, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required walk while maintaining balance and without becoming fatigued.

Huwa Enterprises is an Equal Opportunity Employer:

It is the Company's policy to provide equal employment opportunities for all applicants and employees. The company prohibits all forms of discrimination and harassment including those that violate federal and state law. The company does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation in its employment practices and activities. To report any concerns or complaints, you may contact Human Resources at HR@HuwaEnterprises.com.

