

We are currently looking for a Compliance and Safety Coordinator that will be responsible for supporting all regulatory compliance in a growing organization. The Compliance and Safety Coordinator will ensure that the operating fleets are compliant with legislation and company policies and procedures. The Compliance and Safety Coordinator will oversee all compliances, safety trainings, provincial regulations, licensing and HOS issues, report on key metrics and implement the Transportation Safety Plan.

Key Responsibilities:

- Monitor and maintain insurance endorsements for active trailers on the company insurance policies and required Insurance Boards or certifications with required paperwork.
- Ensures that all company operates within full compliance, with the Code of Business Conduct, Transportation Safety Plan, company policies and procedures and all statutes and legislation governing the workplace.
- Manage and supervise all trucks and trailers have all related documents, authorities, permits, and plates updated in the document binder.
- Help implement safe and compliant standard work practices with line staff and monitor compliance through safety inspections.
- Implements improved operational processes that enhance capabilities to meet/exceed service standards.
- Ensures organizational adherence and accountability to SOPs.
- Remove inactive endorsements/ inactive units and trailers from the company insurance policies.
- Open new claims and monitor existing claims with the company's insurance carriers.
- Manage and keep track of all PM, Inspection & Repair status of equipment.
- Processing all leasing documentation for trailers to clients
- Communicating with the Vendors/Customers to take care of all Safety compliance documentation.
- Ensure the Quarterly OH&S System Review Process is executed in a timely manner.

Knowledge, Skills, and Abilities:

- Minimum two years of working experience in safety and compliance.
- Knowledge of transportation industry standards and Federal Motor Carrier Safety Regulations and National Safety Code requirements.
- Excellent ability to direct a team working in a fast-paced transportation environment to ensure accuracy, compliance, and a team culture of excellence.
- Proven ability to effectively prioritize workflow to ensure deadlines are met. Able to adapt to shifting priorities and multitask.  
Proven analytical and problem-solving skills. Ability to quickly understand and identify issues and implement innovative solutions.
- Excellent communication skills, both verbal and written with all levels of internal and external staff and business partners.
- Microsoft Office skills with an emphasis on Excel.

Job Types: Full-time, Permanent  
Schedule:

- 8 hour shift
- Ready to travel