

Job Title: Administrative Coordinator

Reports To: President

Effective Date: Immediately

Location: Mississauga, ON, (onsite)

About Us

ICC Compliance Center was founded in 1987 with one principal in mind – to help our clients comply with hazardous materials/dangerous goods regulations, whether they are handling, shipping, or transporting hazardous materials/dangerous goods by air, ground or sea. Over the years, we have become a leader in providing products, services, and training to our customers throughout North America and around the world.

ICC Compliance Center is a leader in compliance training and consulting for hazardous materials/dangerous goods. When using our products, services and training our clients are employing the expertise of chemists, engineers and training experts who monitor regulatory changes and can help clarify our customers compliance needs.

Job Summary

The Administrative Coordinator is responsible for a variety of functions from general administration, reporting, HR, project development as well as supporting all Canadian & US branches in efforts to operate effectively. The position will be a liaison with all employees and will work closely with Department Managers to ensure the best business practices are maintained. The ability to apply intermediate level subject matter knowledge to solve a variety of common business issues will also play a part in the day-to-day role. You will need to exercise independent judgment within defined practices and procedures to determine appropriate action.

Duties and Responsibilities

- Coordinating weekly/monthly/quarterly reports for the President.
- Preparing and conduct research for new or on-going strategic initiatives, industry related news and business development projects.
- Coordinating activities and liaise with external parties/vendors on behalf of the company, including the landlord, contractors, telephone/internet providers.
- Handling sensitive and confidential information with tact and diplomacy.
- Gatekeep all IT related issues, inventory, and work with our third-party vendor.
- Ensuring our employee files/records are updated, new hire requirements. and interview as needed and assist with on/off boarding when necessary.
- Anticipating needs, thinking logically and creatively, and exercising good judgment.
- Always exhibit a high level of professionalism and maturity.
- Coordinating and overseeing all buildings maintenance and services.

- Managing the planning and implementation of the branch offices and conducting continuous improvement initiatives relating to policies and procedures.
- Liaising with department heads/branches to ensure safety requirements of the organization's facilities and assets are in place.
- Providing administrative coordination/support such as scheduling appointments, creating meeting notes, preparing itinerary, corporate documents, presentations, and memos and performing other administrative functions as required.
- Exceptional planning and organizational skills with excellent attention to detail.

Qualifications

- Excellent written and verbal communication skills.
- Superior interpersonal and organizational skills.
- Ability to work well under pressure.
- Self-motivated and tenacious
- Ability to solve practical problems by applying analytical reasoning.
- Proficient in Microsoft Windows, Microsoft Office, and ACCPAC and CRM
- Ability to work effectively when unsupervised as well as in a team environment.
- Must have a minimum of five (5) years of related work experience.
- Must have reliable means of transportation.
- University/College graduate in business administration an asset.

Travel

- No/very limited travel if at all is required.

Please submit resume and cover letter complete with salary expectation to hr@thecompliancecenter.com.