

Job Title: Administrative Coordinator

Reports To: President

Hiring Date: October 2026

Employment Type: Permanent Full-Time

Location: Mississauga, ON | Onsite

About Us

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

ICC Compliance Center is a leader in compliance training and consulting for dangerous goods. We have complete dangerous goods hazard communication programs that will help industry comply with regulations. When using our products and services our clients are employing the expertise of chemists, engineers and training specialists who monitor regulatory changes and can help clarify compliance needs.

Job Summary

The Administrative Coordinator is responsible for a variety of functions in supporting the President and department managers in efforts such as preparing reports, scheduling appointments, contacting customers, monitoring sales volumes, establishing and analyzing sales trends. The role also contains an administrative support aspect for the office and other branches. 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 and Controller;
- Providing administrative coordination/support such as scheduling appointments, creating meeting notes, preparing itineraries, corporate documents, presentations and memos and performing other administrative functions as required;
- Preparing and conducting research for new or on-going strategic initiatives, industry-related news and business development projects;
- Coordinating activities and liaising with external parties on behalf of the company;
- Handling sensitive and confidential information with tact and diplomacy;
- Anticipating needs, thinking logically and creatively and exercising good judgment;
- Exhibiting a high level of professionalism and maturity at all times;
- Coordinating and overseeing all building maintenance, IT support, and services;

- Managing the planning and implementation of the office and conducting continuous improvement initiatives relating to policies and procedures;
- Liaising with other department heads to ensure safety requirements of the organization's facilities and assets;
- Exceptional planning and organizational skills with excellent attention to detail;
- Expected to assist with general office coverage when needed.

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, HubSpot CRM, and Sage 300;
- 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 in administrative coordination, executive support, office management, operations, etc.;
- Must have reliable means of transportation;
- University/College graduate in business administration an asset.

Travel

- No travel required.

Salary range

- \$55,000 - \$58,000/year

[Click here to apply for this role.](#)

ICC Compliance Center is an equal opportunity employer. We are committed to an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise of any accommodations that are required. Any information received relating to accommodations will be treated as confidential.