



Compliance and Regulatory Affairs Coordinator – EDMONTON or CALGARY, AB

The Alberta Motor Transport Association (AMTA) is a not-for-profit organization representing all sectors of the highway transportation industry. We take a leadership role in enhancing workplace safety and fostering a healthy, vibrant industry. We are a proactive, dynamic association that is responsive to the needs of our members.

The Compliance and Regulatory Affairs (CRA) Coordinator directs, manages, and where possible, provides subject matter expertise and interpretation on Canadian and US safety and Operations regulatory activities in the Commercial Transportation industry to CRA members and associated stakeholders. Assist AMTA members to meet regulatory compliance while mitigating impacts to Operations within members companies.

Primary Role Responsibilities

- Provide support to various CRA sub-committees, in the development of Legislative positions (Acts and Regulations);
- Rules under the Federal, Provincial, and Industry Standards within the transportation field.
- Develops Briefing Notes, Policy Positions, Research Papers, and White Papers or amendments thereto;
- Related research and position papers;
- Strategies related to transportation operations, safety, security and the environment
- Demonstrate proactive approaches to problem solving with strong decision-making capability
- Responsible for investigation and resolution of compliance problems, questions, or complaints received from members, customers, government regulatory agencies, etc
- Consult and advise members on establishing safety management systems to eliminate regulatory gaps
- Coordinate and implement strategies and programs, in association with members and regulators that promote understanding, awareness and compliance of the regulatory processes and specific Acts, Rules, Regulations and guidelines through workshops, training programs, written communications and generic industry plans or guidelines.
- Administrative duties including CRA inquiries, minute-taking, policy updates, proofreading and/or drafting correspondence, development of reports and pamphlets, arranging of meeting dates, venues and set agendas.

Qualifications and Requirements

- Post-secondary criminology education or equivalent regulatory experience
- Minimum of 2 years working in the transportation regulatory field.
- Excellent knowledge of the Federal and Provincial Regulations surrounding the transportation industry in Canada, and Alberta.
- Demonstrate proactive approaches to problem solving with strong decision-making capability.
- Demonstrates the highest level of professionalism in customer/client service and response.
- Exceptional organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly.
- Excellent time management.
- Program development and implementation work experience.

We offer competitive compensation and a comprehensive benefits package.

If you are interested in joining our organization and becoming part of a strong, dynamic team, please forward your resume at careers@amta.ca by Tuesday, January 1 2019.

We wish to thank all candidates for their interest, only those applicants selected for an interview will be contacted.

