
Compliance Coordinator

Type of Employment: Full-time permanent

Location: Red Deer Alberta OR London, Ontario

With its Corporate office in Red Deer, Alberta and its Regional office in London Ontario, Peavey Industries LP is the corporate parent to retail brands Peavey Mart, MainStreet Hardware, and Ace Canada. We are 100% Canadian owned and operated.

Peavey is an engaging workplace. We are proud to promote from within and provide training to make this possible. We offer comprehensive benefits.

Committed to Canadians, connected through communities.

Job Overview: Develop, implement, and manage compliance-related policies and procedures that will minimize risk and enhance profitability. Provide support to business partners, field management, and facilities on compliance-related matters. Evaluate and analyze the company's regulatory performance. Provide coaching and training to field staff and managers related to government acts, regulations, legislative changes, and reporting requirements.

Ideal Candidate: the ideal candidate will have knowledge of regulatory requirements and the ability to research and improve upon existing regulatory programs. They will be proficient in TDG and WHMIS regulations and will have policy and procedure writing skills. Proficiency with Microsoft Office 360 is required for this position.

Responsibilities

- Work with applicable government agencies and internal departments to address and resolve product recalls
- Maintain and evolve all Provincial regulatory programs including but not limited to: Stewardship, Eco Fee's, Restricted and regulated products, CCIA , CFIA, TSSA
- Track and renew office and store licenses including business, firearms, pesticides, CCIA, CFIA, animal medicine, hunting and fishing
- Track and advise stores on necessary external training required to obtain store licenses, such as pesticides and animal medicine
- Maintain Audit schedule for effective evaluation of all Compliance programs
- Facilitate annual health and safety audits (carry out internal & coordinate external)
- Identify and communicate policy and process change requirements that address exposure to risk and compliance to regulatory standards
- Compile meeting notes, prepare presentations, and training material
- Serve as compliance contact/liaison for team members and key cross-departmental business partners.

- Manage compliance-related projects
- Audit compliance to Regulatory and company Policies and Procedures
- Updates WHMIS, TDG, and other related documentation for product in the Distribution Center
- Responsible for advising on safe disposal of any dangerous goods and clean-up of spills
- Consolidate information and ensure timely and accurate reporting
- Follow all Peavey Industries L.P. safety policies, procedures, and protocols, report any accidents/incidents, near misses, injuries and concerns to a health and safety committee member, and work in a safe manner that does not create hazards to themselves or others.

Qualifications

- Education in Environmental Compliance or relevant experience
- 3 - 4 years relevant experience in an administrative, compliance-related role
- Experience with CCIA, CFIA, TSSA and regulatory standards would be an asset

Employee Perks

- Employee ownership program
- Employee discount
- RRSP matching program
- Competitive group benefits
- Inclusive work culture
- Laid back atmosphere
- Work-life balance

***Only those selected for an interview will be contacted.**