

ADMINISTRATION & COMPLIANCE MANAGER

Administrations & Compliance Manager

AJS Trucking Office 307 State Ave SW Warroad, MN 56763

This position is ideal for someone who enjoys keeping operations running smoothly and on schedule. As the Admin & Compliance Manager, you will work closely with customers, staff and ownership to manage deadlines and ensure timely completion of critical filings and regulatory requirements, including DOT compliance, FMCSA & IFTA filings, HHUT filings and other related responsibilities.

Our team is small, collaborative and approachable, while remaining focused on efficiency, accountability, and steady company growth. In this role, you will play a key part in keeping the business organized, compliant, and moving forward.

Primary Responsibilities

- Manage compliance-related documentation and filings including:
- DOT & FMCSA, IFTA & HHUT filings, reporting and payments
- Insurance, permits, registrations
- Track renewal dates & deadlines, and ensure timely completion
- Maintain organized digital and physical filing systems
- Coordinate with customers, drivers and staff to gather required information
- Assist with administrative tasks that support efficiency
- Support ownership with documentation, reporting and compliance tracking

Requirements

- Experience in administrative support, office management or a related role
- Comfortable working with docs, deadlines, and regulatory requirements
- Strong organization and recordkeeping skills
- Proficient with Microsoft Office and/or Google Sheets
- Able to learn and work within compliance and reporting systems

Work Style & Professional Standards

- Highly organized and detail oriented
- Reliable, punctual, consistent, and accountable

- Able to work independently and manage multiple tasks at once
- Comfortable enforcing processes and following/establishing procedures
- Maintains confidentiality and professionalism at all times
- Clear and respectful communicator

Preferred (Not required)

- Experience with DOT, FMCSA, IFTA or other transportation related compliance
- Background in Trucking, construction, or other similar industries
- Familiar with Quickbooks or accounting software
- Experience preparing documents for audits or inspections

This Role is a good fit for you if you

- Enjoy keeping things organized and on track
- Take pride in accuracy and follow-through
- Prefer responsibility and ownership over constant direction
- Are comfortable working closely with ownership as a small team
- Want a stable and reliable long-term position at a Company focused on growing within our community

Schedule & Pay

- Office hours are Monday - Friday 8:30am - 4:30pm Full-Time
- No work on Federal Holidays, no required weekend hours
- Compensation is competitive and based on experience, skill level, and overall fit. Pay details will be discussed and determined during the interview process

This position includes a 60 day introductory period focused on onboarding, training and ensuring a successful long-term fit for both employee and the company. During this time, expectations, workflows and responsibilities will be reviewed and additional support or clarification will be provided as needed.

Growth & Longevity

This role is intended to be a long-term position within the company. As the business continues to grow, there may be more opportunities to take on additional responsibility, refine internal processes, and contribute to continued improvements in organization and compliance.

We value employees who are reliable, committed and interested in growing with the company over time.

Benefits

- Employer Contributed Simple IRA/Retirement accounts
- Employer Contributed Aflac Supplement Policy
- Employer Contributed Globe Life supplement Policy

- Accruing Sick and Vacation time
- MN Paid Leave
- No work on Federal Holidays/Holiday Pay

If you feel this position might be the right fit for you, here is how to apply

- In person at 307 State Ave SW Warroad, MN 56763
- Online on our website at ajstrucking.com under CONTACT US
- Mail your resume to PO BOX 23 Warroad, MN 56763