



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/01

## Safety And Compliance Administrative Coordinator

<b>Job ID</b>	<b>D4-BE-82-59-8F-C8</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D4-BE-82-59-8F-C8">https://careers.indigenous.link/viewjob?jobname=D4-BE-82-59-8F-C8</a>	
<b>Company</b>	Sunrise Freight Systems Inc.	
<b>Location</b>	Caledon, Ontario	
<b>Date Posted</b>	From: 2024-05-15	To: 2024-11-11
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.50/ Hour, 35 Hours/week	
<b>Languages</b>	English	

### Description

Sunrise Freight Systems Inc., located at 11 Sloan Drive, Caledon, Ontario L7C 2B8 is looking for a Safety and Compliance Administrative Coordinator for a permanent full-time position.

No. of Vacancy of this position: 1

Main Duties of the Safety and Compliance Administrative Coordinator (NOC 13110):

- Support Safety and Compliance department with various administrative activities, such as opening and distributing the incoming regular and electronic mail, type, edit and proofread correspondence and documents.
- Greet visitors, answers phone calls and email inquiries in a professional and courteous manner and direct inquiries to the appropriate departments for response.
- Responsible for preparing and maintaining accurate records of driver qualification in software used by company.
- Schedule follow-up with drivers on any violations, tickets, accidents, injuries, claims, and other incidents as they occur and report to the manager.
- Determine and establish safety & compliance department procedures and routines.
- Coordinate with other departments to improve driver retention and handle driver complaints.
- Prepare reports on incidents and provide statistical information to senior staff.
- Coordinate the driver's recruitment process; job postings, schedule job interviews, contact references, and perform background checks.
- Arrange orientation for new drivers by providing information packets and reviewing company policies.
- Prepare educational seminars and webinars on a regular basis for the company drivers.
- Drafts minutes of staff meetings, travel schedules, seminars, and conferences.
- Order office supplies and maintain inventory when needed.

### Experience

Minimum one year of experience is required in related field.

### Education Requirements

Completion of Secondary School is required.

### How to Apply

[gurpreet@sunrisefreightsystems.com](mailto:gurpreet@sunrisefreightsystems.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

## Safety And Compliance Administrative Coordinator

<b>Job ID</b>	<b>65174AD293258</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=65174AD293258">http://NewCanadianWorker.ca/viewjob?jobname=65174AD293258</a>	
<b>Company</b>	Sunrise Freight Systems Inc.	
<b>Location</b>	Caledon, Ontario	
<b>Date Posted</b>	From: 2024-05-15	To: 2024-11-11
<b>Job</b>	Type: Full-time	Category: Office
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/07/01

## Safety And Compliance Administrative Coordinator

<b>Job ID</b>	<b>7D49FCB7C12B0</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=7D49FCB7C12B0">http://NoExperienceNeeded.ca/viewjob?jobname=7D49FCB7C12B0</a>	
<b>Company</b>	Sunrise Freight Systems Inc.	
<b>Location</b>	Caledon, Ontario	
<b>Date Posted</b>	From: 2024-05-15	To: 2024-11-11
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