



Job Title: Construction Compliance & Office Coordinator

Location: Ingleside, ON

Company Overview:

David Brown Construction is a growing construction company committed to safety, compliance, and operational excellence. We are seeking a detail-oriented **Construction Compliance & Office Coordinator** to manage office operations, safety programs, permitting processes, employee training, and Government compliance.

Job Description:

The Construction Compliance & Office Coordinator will oversee administrative functions while ensuring the company maintains compliance with safety standards, transportation regulations, and employee training requirements. This role requires someone organized, proactive, and capable of managing multiple priorities.

Key Responsibilities:

- Manage HR-related tasks, including employee onboarding, record-keeping, and inquiries
- Oversee safety programs, including ISN and Avetta compliance, safety documentation, and regulatory reporting
- Coordinate and maintain employee training programs, ensuring all certifications and safety trainings are up to date
- Manage permits for wide load and oversized transport, including submission, tracking, and renewals
- Handle CVOR paperwork and maintain compliance with transport safety regulations
- Maintain accurate records and support project teams with compliance procedures
- Assist with general administrative tasks to ensure smooth office operations

Qualifications:

- Experience in office administration, HR, safety, or compliance (construction industry experience preferred)
- Familiarity with ISN and Avetta safety programs
- Knowledge of wide load and oversized transport permitting and CVOR requirements
- Strong organizational and multitasking skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to work independently and collaboratively

What We Offer:

- Competitive salary and benefits
- Opportunities for professional growth within a growing company
- Supportive, safety-focused work environment

How to Apply:

Send your resume to wdelgreco@dbcltd.ca