

Driver/Recruitment Manager Calgary



A MEMBER OF SIEMENS TRANSPORTATION GROUP INC.

Harv Wilkening Transport Ltd., a member of Siemens Transportation Group Inc., has an opening for a Driver/Recruitment Manager in Calgary. The successful candidate will be responsible for driver management, driver recruitment and safety.

Responsibilities

- Assist with driver recruitment
- Conduct road tests
- Conduct orientation for new driver hires as required by Corporate Safety
- Process new driver hire and termination documents
- Maintain driver personnel files
- Responsible, with guidance from Corporate Safety, for implementation and maintenance of safety programs
- Organize and participate in quarterly safety meetings and monthly OH&S meetings
- Adhere to corporate safety programs
- Maintain records for incidents and accidents
- Maintain, prepare and distribute all operating authorities, permits, registrations and reports for Canada and USA
- Ensure skills/qualifications and compliance requirements are current
- Consult with customers to discuss safety related issues and conduct safety meetings as required

Qualifications

- Class 1A Licence
- Completed the Transportation Safety Basics course
- Excellent organizational and communication skills
- Excellent knowledge of safety and its importance in the transportation industry
- Knowledge of office procedures
- Previous experience in the safety industry required
- Experience with the COR audit program an asset but not essential

To apply for this position;

Mail: Corporate Head Office
Siemens Transportation Group Inc.
P.O. Box 7290
Saskatoon, SK S7K 4J2

Fax: (306) 668-5849

Email: resumes@hwtransport.com

***We thank you for your interest
Only those individuals selected for an interview will be contacted.
“An Equal Opportunity Employer”***