



Position Description

Certification Coordinator

THE POSITION

Reporting to the Certification and Communications Manager, this position ensures that HaiCo's certification goals and requirements are met. The Coordinator works closely with HaiCo Subsidiaries and their Contractors and operations staff to implement and ensure the maintenance of corporate management systems (CMS) and necessary certifications for each HaiCo business entity. The Coordinator will oversee individual systems for each subsidiary, conduct and write inspection reports, and ensure all certifications and licensing is in place as required by the Manager, the CMS, the Shareholder or other legal requirements.

KEY RESPONSIBILITIES

The Coordinator, as directed by the Manager and as part of the Certifications team, works with HaiCo contractors and business unit operations staff, and participates in the implementation or upkeep of management systems and certifications for each business entity. The Coordinator will conduct and write inspections, provide training and orientation seminars, and as directed, support the full implementation of the CMS for each operation. Assists in finding simplicity, efficiencies, and commonalities within and between systems to strengthen and streamline and works with the Certifications team, HaiCo contractor and subsidiary staff to recommend changes. The Coordinator drafts reports on the progress of each subsidiary manager, and the completion, benefits and alternative certifications/licensing for each business. The coordinator also performs various duties related to Communications.

Other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong interpersonal skills inclusive of people with varying backgrounds and perspectives. Ability to foster effective relationships internally and externally, as part of an effective team
- Excellent written and verbal communication and professional presentation skills
- Excellent capacity for detail and systems oriented
- Adaptable and proactive with strong problem-solving skills
- Highly productive and able to manage the competing needs of each subsidiary
- Knowledge of Haida culture and processes
- Based on Haida Gwaii, regular travel to businesses on Haida Gwaii and Vancouver office will be required. Work in isolated areas is often required.

TRAINING, EDUCATION AND EXPERIENCE

- Minimum 3-5 years of progressive and related experience preferably within the forestry, tourism, sports fishing, and/or fish processing industries.
- A degree or diploma in resource management, health and safety or related field is an asset
- Experience developing and implementing management systems
- Experience communicating technical, systems and business concepts to a variety of audiences. Experience with communicating within a political environment is an asset
- Valid class 5 driver's license