



## **TRANSPORTATION COMPLIANCE ANALYST**

**Full-Time, Non-Exempt**

(Salinas, California)

**DEPARTMENT:** Legal

Pacific International Marketing (Pacific), a leader in the produce industry, is seeking a full-time Transportation Compliance Analyst. Position is based out of Salinas, CA. This new position plays a critical role in supporting Legal Department and Senior Management with administrative tracking, reporting and coaching of all fleet activity, in accordance with Driver and Fleet Safety Program for both Commercial and Non-Commercial drivers.

Pacific is looking for an applicant that has a high technical capacity and solid administrative experience (preferably in a legal or HR setting). The ideal candidate must have a positive attitude, strong attention to detail, and have excellent communication skills.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Learn how to utilize and configure SmartDrive software
- Obtain safety and coaching policy from the General Counsel and Chief Operations Manager, and configure the SmartDrive software to match company policies
- Setup new vehicle and driver profiles in SmartDrive software, and maintain up to date information
- Report inefficiencies/inaccuracies with company policies and internal programs
- Review, audit, and trouble shoot SmartDrive and the data outputs
- Work closely with SmartDrive personnel to resolve any software issues found
- Conduct initial SmartDrive safety orientation with authorized driver(s)
- Monitor driver activity for irregular maneuvers or activities using SmartDrive
- Identify and notify Legal and HR Departments when a driver needs safety training
- Provide coaching and or remedial safety training to drivers when SmartDrive identifies a violation, and maintain documentation supporting all aspects of the violation(s) and the corrective action that took place
- Notify the HR Department, supervisor and/or manager in charge when a driver may need corrective action beyond coaching/safety training
- Utilize SmartDrive to prepare and submit accurate summaries of driving trends
- Utilize SmartDrive data to assist with the investigation of auto losses and incidents, and abstracts data from the SmartDrive software to use as evidence
- Maintain and organize confidential Driver and Fleet Safety Program data and records
- Review Employer Pull Program notices and communicate any violations to the HR Department, and to the supervisor and/or manager of the driver
- Keep accurate records of all communications with commercial and non-commercial drivers relating to SmartDrive and the Driver and Fleet Safety Program
- Maintain various fleet schedules (ex. assigned vehicle lists, registration, licensing, maintenance, and inspections)

- Responsible for renewing vehicle registrations including the annual apportioned registrations for commercial vehicles through the International Registration Plan (IRP)
- Audit Fuel and Mileage records, identify any inaccuracies or unusual activities, and report any finding to the HR department, supervisor and/or manager
- Review vehicle manufacture recalls, notify the appropriate drivers, assist with scheduling of any service or inspection needed, and follow-up on corrective action
- Communicate fleet updates to the insurance carrier/broker (adding or deleting vehicles), as well as maintain and distribute insurance cards to the appropriate drivers

**CANDIDATE MUST POSSES THE FOLLOWING SKILLS/QUALITIES:**

- Minimum Associates Degree required (preferably in business). *Will substitute degree if right candidate has 5+ years administrative/related experience without any large gaps in employment.*
- Must have excellent written and oral communication skills
- Must have a clean driving record
- Must be polished and proficient in Microsoft Office Suite, Adobe Acrobat PDF, and other software programs
- Must have the ability to work with limited supervision and be highly motivated
- The ability to handle confidential information with great sensitivity is required
- Strong attention to detail, and must be able to work in a fast-paced environment
- Bilingual and bi-literate required
- Performance and Compensation Review after 3mos, 6mos and 1 year

**Pacific International Vegetable Marketing, Inc.**

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