



JOB DESCRIPTION			
Job Code:	C128	Job Title:	Specialist, Compliance
Division:		Department:	Aftersales
Band:	Specialist	Location:	PDC
Created On:	Dec 2018	Revised On:	-

INCLUSIVENESS

Mitsubishi Motor Sales of Canada, Inc. is an equal opportunity employer fostering an inclusive, accessible environment. We are committed to building an environment where all employees and customers feel valued, respected and supported.

Mitsubishi Motor Sales of Canada, Inc. will support applicants requiring accommodation during the recruitment process.

PURPOSE:

Under the guidance of the Manager of Compliance & Gov't Relations, the Specialist, Compliance will assist in the interpretation of Canadian automotive regulations including development, preparation and submission of regulatory reporting requirements, relative aspects pertaining to safety & emission recalls and stewardship programs, among other duties. This position reports to the Manager of Compliance and Government Relations.

RESPONSIBILITIES:

1. Various job responsibilities will include assisting Compliance and Government Relations Manager to ensure criteria for Federal & Provincial Gov't/Company regulatory requirements are met with respect to;
 - Creation and timely coordination of technical recall & customer satisfaction bulletins/respective owner letters and quarterly completion reports,
 - Safety and Emission regulations (and any associated reporting requirements)
 - Technical investigative, compliance and general requests from various governmental agencies,
 - Temporary vehicle importation.
2. Possible attendance at occasional offsite and evening meetings (overseas office time differences).
3. General understanding of various Stewardship programs across Canada (provincial/federal programs) and coordination with other internal departments
4. Perform other duties as assigned.

TYPICAL EDUCATION & EXPERIENCE PROFILE:

- Must be technical in nature and would have appropriate general knowledge of how an automobile operates.
- Must be able to review and interpret regulatory documentation from Transport Canada and Environment and Climate Change Canada (CMVSS, TSDs, CEPA, ORVEER, PALTGGER, etc.) and be able to assist with associated Gov't related issues - technical and/or administrative in nature.
- Have a strong understanding of the Windows suite of software (Word, Excel, PowerPoint, etc.).
- Preparation of multiple Reports (frequency will be dependent on report).
- Strong organizational and interpersonal skills.



- Understanding of the Canadian auto industry.

PROFILE DIFFERENTIATORS:

- Bilingual (significant asset)
- OEM and/or Engineering experience
- Legal experience