



COMPLIANCE ASSISTANT (Contract)

Join our small dedicated Compliance team as a **Compliance Assistant!** The Compliance Assistant ensures that the Compliance Department is supported in its duties to have producers report the quantities of obligated materials they supply, report accurately and pay stewardship fees.

The successful candidate is familiar with compliance processes and/or has demonstrated the ability and interest to learn them quickly, operates in an effective, efficient and timely manner, and requires minimal guidance with respect to the day-to-day work.

They are collaborative, accountable, enjoy learning and self-improvement, adapt well to change, and are future oriented.

The Compliance Assistant mentors and educates colleagues and is always ready to both receive and offer advice and constructive criticism. Compliance Assistants relentlessly work to improve their team's and own performance and will do what it takes to get the job done properly.

Your Key Responsibilities:

What follows is a list of the Compliance Team's key duties and responsibilities. As a team member, you may be asked to lead or support one or more of the following activities:

- Assist with third party review processes (i.e., producer compliance reviews), including risk-based selection of producers for review, providing background information to third party auditors, informing producers of upcoming reviews, supporting third party auditors in the field, understanding the review process, following up with producers with respect to review findings, and closing reviews through appropriate follow-up and adjustments.
- Follow up on accounts escalated to compliance for reasons such as:
- a producer has not submitted reports for periods for which the producer is obligated, and has not cooperated with the best efforts of Steward Services to resolve the matter;
- a producer appears to have not reported accurately, and will not respond to the inquiries of the service representative to explain the reporting anomaly; or,
- a producer has overdue invoices for which the accounting team has not been able to collect despite its best efforts.
- Draft or improve upon existing departmental policies, processes and procedures.
- Prepare management reports summarizing Audit & Compliance activities.
- Prepare and escalate files to the appropriate party (law enforcement or legal counsel), and monitor their progress.
- Manage and respond timely to inquiries received via the compliance mailbox.
- Address producer compliance questions and issues in a timely, accurate and professional manner.
- Advise producers of regulatory and program requirements.
- Understand producers' communication needs and industry issues.
- Identify, interpret and communicate special service requirements of producers to management.
- Instigate, lead, and/or support special projects to achieve compliance and quality related organizational objectives.
- All other reasonable tasks assigned.

What you bring:

- Ability to work independently and with minimal supervision, and to take initiative.
- Ability to read and analyze documents, including legal documents.
- Strong research capabilities.
- Experience in Excel (or an alternative analytical tools)
- Ability to analyze data and problem solve.
- Ability to communicate effectively, both orally and in writing, with stewards and colleagues.
- Ability to develop and maintain positive customer relationships despite challenging situations.
- Willingness to learn to use tools including the organization's ERP and Data Warehouse systems.



- Demonstrated commitment to teamwork and results.
- Organized. Persistent. Patient. Curious.
- Flexible and Adaptable.

About Us

Resource Recovery Alliance (RRA) is a national, producer-funded organization. RRA represents the recycling interests of Canadian businesses, while working on their behalf to create convenient and environmentally sustainable ways for consumers to dispose of the printed, paper, packaging, and other materials that businesses generate.

Several Canadian provinces have introduced regulations that pass some or all of the responsibility for financing residential recycling programs for packaging and printed paper from municipalities and their taxpayers to the organizations (producers) that supply these materials into the marketplace. This approach is known as Expanded Producer Responsibility (EPR).

For organizations that participate in recycling programs across Canada, RRA makes it easy and seamless for them to meet their stewardship obligations by providing a harmonized approach to stewardship under a single administrative umbrella. RRA offers a one-stop-shop for packaging and printed paper producers participating in multiple stewardship programs to fulfill their stewardship obligations, doing away with costly replication province-by-province.

RRA provides management services for packaging and printed paper recycling programs in British Columbia, Saskatchewan, Manitoba, and Ontario, as well as for Ontario's Automotive Material Stewardship. These programs are either fully or partially funded by industry. Producers report the quantities of designated materials they supply. These quantities are used to calculate producer fees paid to the programs. These funds are then distributed to municipalities and/or other parties to cover the costs of handling the materials which are ultimately either recycled or disposed of in a safe manner.

On behalf of its producers, and in the interest of consumers, RRA is working to advance more comprehensive recycling systems that meet the needs and desires of consumers to recycle more.

For more information visit: <https://rrallianceservices.com/>

Apply Now!

Think you would be a good fit for our **Compliance Assistant** position? We want to hear from you! Please send your cover letter and CV to humanresources@rralliance.com by May 15, 2022.

RRA is an Equal Opportunity Employer. We thank all applicants for their interest. Only those under consideration will be contacted.