



**Job Description**  
**Administrative Assistant, Compliance and DOT**

**SUMMARY:**

Responsible for ensuring DOT and facilities compliance of the organization, especially regarding Hours of Service (HOS) compliance. The administrative assistant works directly with truck drivers to update information, track data, and coach to improve results. Reports to Lynch Companies transportation team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Analyze reports and investigate, problem solve, and determine compliant options on Hours of Service (HOS) compliance and documents needed for compliance of CDL drivers.
- Advise and coach drivers on FSMCA rules and regulations.
- Manage driver qualification files, including running MVR's.
- Assess data for violation trends, reporting concerns to Safety Director.
- Participate and assist in preparation for FMCSA compliance audits.
- Assist with training of new driver's in FSMCA regulation.
- Perform other duties as needed and/or assigned.
- Must be capable of regular and predictable attendance.
  - Able to work overtime and weekends as needed.
  - Able to work holidays as needed.
- Assist with communication or reminders on regulations through emails, letter and other methods.

**QUALIFICATIONS:**

- Associate, Vocational, or Technical degree or equivalent work experience
- Knowledge of Microsoft Office
- Ability to manage time wisely
- Ability to keep business matters confidential
- Effective communication with employees from different backgrounds, perspectives and abilities within all levels of the organization.

**BENEFITS:**

Health, Life, Short & Long-term Disability, Dental, Vision, 401(k), Flex Spending Plan, Wellness Program, EAP, Paid Holidays, Paid Vacations, Paid Sick Days, Competitive Wage and Great People to work with!

**WORK ENVIRONMENT:**

The work environment and physical characteristics are representative of those that an employee encounters while performing the essential functions of this position. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

EEO- Pre-Employment Drug Test and Post-Offer Physical Required