



**JOB POSTING
TRAINING COORDINATOR
FULL TIME PERMANENT POSITION
HUMAN RESOURCES
EXECUTIVE SERVICES**

PAY LEVEL: SP5 ST2 \$55,612.32

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Program Manager, the incumbent is responsible for the planning, developing, evaluating and the coordination of training sessions for the organization. The incumbent will also document all aspects of the development and delivery of the training and conduct post-training assessments.

QUALIFICATIONS:

- Bachelors Degree in Business Administration, Human Resources Management or related field with a minimum of three (3) years relevant work experience; **OR**
- Post Secondary Diploma in Business Administration, Human Resources Management or related field with a minimum of five (5) years relevant work experience.

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three references submitted on a consent to release reference check form (Contact Human Resources) along with a copy of a valid driver's license **no later than 5:00 p.m., Thursday, January 24, 2019 to:**

**Shayleen Thompson, HR Staffing Officer
Administration Building #1
Akwesasne, Quebec
H0M 1A0
Phone: (613) 575-2250, ext. 2147
E-mail: shayleen.thompson@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must have a Canadian Social Insurance Number.
- A criminal records check is mandatory.
- An eligibility list will be created for one (1) year.
- **Only those selected for further screening or an interview will be contacted.**