TIPI Legacy HR+ Employment Opportunity

Client Relations Advisor, Permanent Full Time

TIPI Legacy HR+

The Opportunity

TIPI Legacy HR+ is looking for a results-driven **Client Relations Advisor – Group Training** to expand our group training programs through business development, client relationship management, and the promotion of tailored training solutions.

Reporting to the Director of Training, you will identify new business opportunities, propose program ideas, present proposals, and manage follow-up communications, invoicing, and session scheduling with administrative support.

This role is ideal for a proactive professional with strong sales, business development, and communication skills. You will help drive revenue growth, ensure program success, and foster strong client relationships—supporting TIPI Legacy HR+'s mission to deliver practical, impactful, and sustainable HR solutions.

Job Duties and Tasks

- Identify new business opportunities and cultivate relationships with potential and existing clients.
- Sell both existing and customized training programs (following custom training path) tailored to client needs.
- Prepare and finalize proposals, negotiate terms, and secure signed agreements.
- Serve as the main point of contact for clients regarding training inquiries and program delivery.
- Build and maintain long-term relationships to support ongoing satisfaction and repeat business.
- Coordinate invoicing, billing, and follow-ups to ensure timely payment of services rendered.
- Work with the training services team to schedule and manage logistics for training sessions.
- Collaborate with the Director of Training to report on sales activities, client feedback, and opportunities for improvement.

Your Skills

- Strong communication and interpersonal skills, with a customer-focused mindset.
- Sales-driven with experience in proposal writing, presentation, and business development.
- Highly organized and able to manage multiple clients, accounts, and projects simultaneously.
- Proficient in Zoom, CRM/Project Management Software, LMS, and Microsoft Office Suite.
- Creative and solution-oriented, with the ability to tailor training solutions to meet client needs.

Your Qualifications

- High school diploma or equivalent required with experience in business development, sales, or client relations.
- Post-secondary education in business, administration, or a related field is an asset, with relevant experience in customer service, client support, or related roles.
- Previous experience with group training or corporate learning solutions is a plus.

As an Indigenous-owned organization, we strive to create a welcoming environment for all, and to continue creating opportunities for Indigenous persons within our industries. Preference may be given to qualified Indigenous candidates. Please self-declare on your application.

TIPI Legacy HR+ is part of the **TIPI Group of Companies**, which is an economic development engine that drives capacity and employment opportunities for our communities and clients.

Currently, the **TIPI Group of Companies** is made up of TIPI Insurance Partners, TIPI Insurance Services, Truth and Reconciliation Partnerships, TIPI Legacy HR+, and HQ Benefit Solutions.

We strive to provide products and services that contribute to individual and corporate health, wealth and longevity. Together, we provide professional advisement and access to services in six areas:

Commercial Insurance
Group Pension & Benefits
Group Benefits Administration
Human Resource Services
Training and Development
Talent Search & Recruitment

Our values of ***Trust, Compassion, Friendship, Social Responsibility, and Professionalism*** along with the Seven Sacred Teachings are foundational to who we are as a company and the work that we do.

To Apply:

Please submit your application to **hr@tipipartners.com**

If this isn't quite you (yet), we are always willing to train the right person, or we may have another opportunity for you!

Part of the TIPI Group of Companies