

TIPI Legacy HR+ Employment Opportunity

Client Relations Associate, Permanent Full Time, Alberta

The Opportunity

TIPI Legacy HR+ is looking for a relationship-focused Client Relations Associate to help grow our HR consulting, recruitment, and training services across Alberta and British Columbia.

This is a relationship-driven sales role for someone who thrives on building meaningful connections, understanding organizational challenges, and identifying opportunities to deliver practical, value-driven solutions. You will work directly with prospective and existing clients to understand their needs, develop tailored proposals, nurture opportunities through the sales process, and build long-term relationships that support both client success and business growth.

A key part of the role is helping clients identify government and non-government funding opportunities that can support training, workforce development, and organizational initiatives.

Job Duties and Tasks

- Develop new business and build strong relationships with organizations across Alberta and British Columbia.
- Meet with prospective and existing clients to understand their needs and recommend appropriate HR consulting, recruitment, and training solutions.
- Prepare and present client proposals, follow up on opportunities, negotiate terms, and support the closing of agreements.
- Research and identify government grants and funding opportunities that may support clients in accessing HR and training services.
- Maintain accurate client records, sales activities, and opportunity pipelines.
- Participate in networking, industry, and community events to build awareness and develop new business opportunities.
- Collaborate with the administrative team to coordinate invoicing, scheduling, and other aspects of the client experience.

Your Skills

- Strong communication, interpersonal, and relationship-building skills.
- Customer-focused with a strong commitment to building trust and delivering value.
- Sales-driven and results-oriented, with the ability to meet or exceed targets.
- Strong organizational and time-management skills, with the ability to manage multiple clients and opportunities.
- Creative and solution-oriented, with the ability to tailor solutions to client needs.
- Strong problem-solving skills and a proactive approach.
- Self-motivated, professional, and able to work independently and collaboratively.

Your Qualifications

- High school diploma or equivalent required. Post-secondary education, certificate, or diploma in Human Resources, Business Administration, Training and Development, Organizational Development, or a related field is considered an asset.
- 2+ years experience in business development, sales, account management, or a related field.
- Experience or knowledge in HR consulting, recruitment, or corporate training is an asset.
- Knowledge of government and non-government funding programs and grants.
- Experience preparing proposals and client presentations.
- Proficiency in Microsoft Office Suite, CRM, and Project Management software.

At TIPI Legacy HR+, we believe in building capacity and empowering people. We work with organizations to strengthen their workplaces through practical HR expertise, training, recruitment, and organizational development.

If you're passionate about helping organizations succeed and know how to connect them with both expertise and funding, we'd love to hear from you.



 Part of the TIPI Group of Companies

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 by August 28, 2026.

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.