

# TIPI Legacy HR+ Employment Opportunity

Training Coordinator, Permanent Full Time, Winnipeg, MB

## The Opportunity

This opportunity is ideal for a highly organized and detail-oriented professional eager to join a dynamic training services team. The Training Coordinator will play a vital support role in assisting the Client Relations Advisors and working closely under the direction of the Director of Training. Your efforts will help ensure seamless delivery of open enrollment and group training programs through expert coordination of facilitators, venues, invoicing, and content support.

This role balances administrative excellence with collaborative teamwork, requiring the ability to juggle multiple priorities while maintaining a sharp focus on quality and efficiency. You'll contribute to the overall branding and smooth operation of our training programs and support the training services team in achieving their sales and delivery goals.

The successful candidate thrives in a fast-paced environment and is passionate about supporting educational and professional development initiatives.

## Job Duties and Tasks

- Coordinate training logistics including scheduling, facilitator communication (as directed), venue booking, and preparation of materials.
- Support invoicing and accounts receivable by tracking payments and following up on outstanding balances.
- Collaborate with training team to ensure sessions are fully booked and run smoothly.
- Assist in content creation and branding efforts for training materials and promotional resources.
- Maintain accurate participant records, client databases, and provide timely reporting to leadership.
- Handle client communications (as directed), support proposals, and manage post-training follow-ups to ensure satisfaction.
- Provide general administrative support to the Director of Training and training team, including special projects.

## Your Skills

- Strong organizational and multitasking abilities with attention to detail.
- Proficient in Zoom, CRM/Project Management Software, LMS, and Microsoft Office Suite.
- Effective verbal and written communication skills for client and team interaction.
- Experience invoicing and accounts receivable.
- Adaptable, proactive problem solver with creativity in content support and marketing.

## Your Qualifications

- High school diploma or equivalent required with experience in administrative support or coordination, preferably in a training, education, or corporate environment.
- Administrative Diploma/Certificate is preferred.
- You are a highly organized and detail-oriented professional who thrives in a team environment and supports seamless training program delivery.
- You have a strong foundation in administrative processes, including invoicing, scheduling, and client communications, with a willingness to contribute creatively to content and marketing efforts.

*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+ warmly welcomes applications from individuals with disabilities. We are committed to providing accommodations upon request throughout the assessment and selection process.*



 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](mailto: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!