



JOB POSTING

Training & Development Coordinator

What you need, when you need it! We are looking for a **Training & Development Coordinator** to join our team in our Human Resources department. Custom Helicopters Ltd. provides helicopter support to clients for various applications, while providing high-quality services with a commitment to safety, quality, and value.

Reporting to the Vice President, Human Resources, you will be responsible for the planning, development and implementation of a variety of professional training and development programs for Custom Helicopters Ltd (CHL) employees. As Training and Development Coordinator you will identify and assess current and future training and development needs of the organization to design training and development programs based on both the organization's and the individual's needs. As the ideal candidate, you will collaborate with the management team to assess and facilitate employee training needs and regularly consult with management to identify training gaps. Additionally, you will ensure training and development programs are developed and implemented in a cost-effective manner.

Qualifications:

- Post-secondary education in Human Resources or Adult Education, with a minimum two (2) years of experience in a training and development focused role. A combination of education and experience will be considered (Aviation industry experience considered an asset).
- Effective communication skills with individuals at all levels of the organization.
- Able to build and maintain lasting relationships with key business partners and employees, with excellent inter-personal skills.
- Highly organized and detail-oriented, while using effective project and time management skills.
- Self-starter with the ability to take initiative and work well individually and as part of a team, with the ability to respond quickly in a dynamic and changing environment.
- Proficient computer abilities; including Microsoft Office (Word, PowerPoint, Excel, and Outlook), training/HRIS systems, and other mobile technologies.

The successful candidate must provide a satisfactory Criminal Record Check, preference for verification of full vaccination against COVID-19 and have a valid Manitoba Driver's License.

Custom Helicopters Ltd. promotes a highly skilled workforce built on mutual respect, supporting personal and professional growth. We offer a competitive salary, along with a comprehensive employee benefit and Pension Plan, and Employee Share Purchase Plan.

Submit your cover letter and resume to Human Resources at hr@customheli.com. Quote Job Reference: **29-22, Training & Development Coordinator**.
