

## ST. LAWRENCE FLUORSPAR PROJECT

# Training Administrator

Canada Fluorspar (NL) Inc. offers an exciting opportunity for a Training Administrator to become part of a growing and dynamic team. The primary focus of this role will be in the planning and coordinating the training and development of employees, as well as implement training strategies, plans and processes to support organizational goals. Additionally, the role will provide clerical support to both the Health & Safety and Human Resources departments.

### DUTIES / RESPONSIBILITIES

- Collaborate with department managers and peers to develop training plans and requirements.
- Maintain training records (trainee lists, schedules, attendances sheets)
- Coordinate various training initiatives across the organization
- Maintain knowledge of company training and safety related policies and procedures affecting our operation
- Development and management of a detailed employee training database
- Conduct clerical duties, including filing, answering phone calls, responding to e-mails and preparing documents.
- Provide administrative support for Health & Safety and Human Resources Departments
- Perform other duties as assigned

### EDUCATION / EXPERIENCE / SKILL

- Diploma in Business Administration and a minimum of two years clerical experience. A combination of relevant post-secondary education and on-the-job training will be considered.
- High degree of Proficiency with Microsoft Office products, including Word, Excel and Power Point
- Strong verbal and written communication skills
- Demonstrated ability to follow written and verbal instructions to complete assigned tasks in an independent and efficient manner
- Self-motivated and able to work with minimal supervision
- Prior experience in industrial training a definite asset

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To apply, please forward a cover letter and resume by 12:00 P.M. on **March 28, 2019** to:

### POSTING #2019-006 – TRAINING ADMINISTRATOR

ATTN: Human Resources Department

Email: [careers@canadafluorspar.com](mailto:careers@canadafluorspar.com)

Fax: (709) 873-3335

*CFI is an equal opportunity employer. We encourage all qualified applicants to apply. We thank all applicants for their interest, however, only those considered for an interview will be contacted.*