



Training Coordinator - ERP and Operations

Description

We are seeking a detail-oriented Training Coordinator - ERP and Operations to support administrative coordination of training activities, ERP system processes, and operational workflows. This role focuses on organizing, documenting, and supporting onboarding and job-specific training to ensure consistency and efficiency across departments.

The position plays a key role in supporting day-to-day administrative functions related to ERP systems, operational procedures, and cross-functional coordination.

Duties

- Coordinate onboarding and job-specific training schedules and materials
- Maintain and update documentation related to ERP systems, operational procedures, and workflows
- Support administrative coordination of ERP-related processes across departments
- Assist in standardizing procedures and ensuring consistency in operational practices
- Maintain records of training activities, employee progress, and procedural updates
- Coordinate communication between departments to support operational initiatives

Closing Date

April 30, 2026

Categories

Business, Finance and Administration

Employer

Clearline Technologies

Location

St. James-Assiniboia

Address

1205 Sherwin Road
Winnipeg, MB, R3H 0V1

Job Type

Full-time

Education Level

College

Wage

\$25.00 - \$25.00

- Assist management with reporting, documentation, and administrative tracking of projects
- Monitor and support the implementation of established processes and workflows
- Provide general administrative support related to training and operational coordination

Email

accounting@clearline.ca

Phone

(204) 786-3334

Qualification

- Post-secondary education in business administration, communications, education, or a related field is an asset
- Experience in administrative coordination, operations support, or related roles
- Experience working with ERP systems or similar business systems is an asset
- Strong organizational and documentation skills
- Ability to coordinate multiple tasks and support cross-functional teams
- Strong communication and interpersonal skills
- Experience supporting onboarding or training activities is an asset
- Proficiency in Microsoft Office or similar business software