



## Administrative Officer

### 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
- Assist management with reporting, documentation, and administrative tracking of projects
- Monitor and support the implementation of established processes and workflows

### Closing Date

June 30, 2026

### Categories

Manufacturing and Utilities

### Employer

Clearline Technologies Ltd

### Location

St. James-Assiniboia

### Address

1205 Sherwin Road  
Winnipeg, MB, R3H 0V1

### Job Type

Full-time

### Education Level

Bachelor

### Wage

\$25.00 - \$25.01

- Provide general administrative support related to training and operational coordination

## **Email**

accounting@clearline.ca

## **Qualification**

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