

Training Coordinator

Permanent Part-time

Saskatchewan Association for Safe Workplaces in Health's vision is
Workplace health and safety: a priority for all,
and we are looking for the right candidate to help us reach that goal!

Interested applicants are advised that SASWH requires all new hires to be fully vaccinated which means:

Fully vaccinated: *Team members are considered fully vaccinated **two weeks after** receiving: a second dose of an approved COVID-19 vaccine in a two-dose series (mixed series are acceptable); or a single dose of an approved one-dose COVID-19 vaccine.*

SASWH policy HR 008

We have a part-time, permanent position available for a Training Coordinator at our Regina Head Office. This position supports the coordination of training for our members and will be responsible for reports specific to training data. The successful candidate must have good organizational skills and must have the ability to work well with others and demonstrate effective communication when working with members.

Must possess a valid Saskatchewan Class 5 driver's license, a clear criminal record check and current driver's abstract from SGI to demonstrate a safe driving record.

This position will be the primary point of contact for our members for any safety training related issues. The ideal candidate should enjoy interacting with members of the public and our membership to achieve win-win solutions to situations of varying complexity.

Key activities of the position include:

- Scheduling, confirming and processing cancellations
- Applying appropriate fee structure to all inquiries
- Booking training/meeting rooms and equipment
- Ensuring accurate entry of participants into a database
- Identifying any course information on our website
- Creating and distributing program information and scheduled sessions via e-mail/phone
- Issuing certificates of completion as required
- Maintaining training records, as well as generating required reports
- Preparing workshop/training program and testing materials as required
- Ensuring adequate supply of materials are maintained
- Responsible to confirm if program license agreements are in place or required

Required Education and Experience

Completion of Grade Twelve, plus one year of post-secondary education in office administration or equivalent, with experience in coordinating and planning.

- Advanced knowledge of MS Office Suite and related software
- Thorough knowledge of the healthcare industry
- General knowledge of current occupational health and safety legislation
- General knowledge of financial principles
- Demonstrating an acceptable standard of personal and professional behavior in the workplace
- Communicate in a clear, concise, and effective manner (verbal and written)
- Work with and coordinate activities with persons over whom the incumbent may have no direct authority; attention and energy are focused to bring various activities together to meet timetable(s)
- Communicate all program delivery options so they are aligned to meet the needs of the membership/licensees
- Ability to work effectively in a fast-paced environment, problem solve and prioritize multiple requests

Compensation Package

- Hourly rate range: \$24.29 - \$29.56
- Pension plan
- Earned sick time
- Employer paid health & dental benefits
- Lifestyles account

If you are looking for a great place to work, please apply to finance@saswh.ca no later than February 15, 2023. SASWH thanks all interested applicants; however, only those who are selected for an interview will be contacted.

SASWH is a non-profit association that believes health and safety needs to be a priority for all to eliminate injuries in the workplace. Our main focus is to proactively support the health industry employers to achieve this objective by offering assistance through support, consultation and training.