



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Organizational Development Coordinator

<b>Job ID</b>	<b>54-B7-41-79-8E-28</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=54-B7-41-79-8E-28">https://careers.indigenous.link/viewjob?jobname=54-B7-41-79-8E-28</a>	
<b>Company</b>	Richardson International	
<b>Location</b>	Winnipeg , Manitoba	
<b>Date Posted</b>	From: 2021-07-06	To: 2021-08-05
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Languages</b>	English	

### Description

For over 160 years, Richardson has been dedicated to Canadian agriculture. Recognized as a global leader in agriculture and food processing, Richardson is one of Canada's Best Managed Companies. Headquartered in Winnipeg, Richardson has approximately 3,000 employees across Canada, the U.S. and the U.K. At Richardson, we are committed to enhancing our facilities and services and investing in our people and our communities.

We currently have a permanent full-time opportunity for an Organizational Development Coordinator in our Human Resources Department located in our Winnipeg Head Office. As part of the HR team, the Organizational Development Coordinator is responsible for providing overall coordination, support, tracking and reporting for learning and development initiatives and events, and supporting ongoing Organizational Development initiatives and events. This role is our first point of contact for support on our virtual meeting platforms.

#### RESPONSIBILITIES:

- Coordination and execution of learning and development initiatives, including scheduling and setting up training events, liaising with facilitators, booking hotels, preparing training materials, ordering refreshments for training etc.
- Partnering with internal departments to coordinate internal training events such as EH&S regulatory training and Crop Watch Tours.
- Supporting in-person and virtual conference events.
- Manage and track monthly expenses through detailed reporting.
- Supporting other OD related activities by setting up training, supporting and coordinating recruitment events, and assisting with Performance Management tasks.

#### QUALIFICATIONS:

- Minimum 2-3 years of administrative experience, experience in events coordination preferred.
- Completion of relevant post-secondary education is considered an asset.
- Experience using digital tools such as LMS, Webinar software, proficiency with MS Office.
- Strong interpersonal and communications skills with a customer focus.
- Strong attention to detail, excellent planning and organizational skills to manage multiple priorities with tight deadlines.
- Experience working in a fast-paced environment with the ability to manage multiple priorities.
- Demonstrated ability to work effectively independently and as part of a team.
- Flexibility to work beyond normal working hours to support peak periods.

Richardson International provides an excellent compensation package consisting of competitive salary, pension, a flexible benefit plan and training and career development opportunities.

### How to Apply

Interested candidates should send their application to [careers@richardson.ca](mailto:careers@richardson.ca)

Richardson International values diversity in the workplace. Women, Aboriginal People, Visible Minorities and persons with disabilities are encouraged to apply and self-identify.