



Organizational Development Coordinator

Winnipeg, Manitoba

About Richardson International: www.richardson.ca

Richardson is one of Canada's oldest and largest agricultural companies. Headquartered in Winnipeg, Richardson has more than 3,000 employees across Canada, the U.S. and the UK and is a handler and merchandiser of all major Canadian-grown grains and oilseeds. They are recognized as a global leader in agriculture and food processing. At Richardson, it is the people that make the difference. The strength and innovation of their people allows them to meet the needs of a growing world. They invest heavily into employee development and training and promote career advancement.

What Richardson has to offer:

- Excellent compensation package.
- Employee benefits.
- Pension Plan.
- Employment and professional development opportunities.

To submit your candidacy:

Please apply online at www.jobs.peoplefirsthr.com or by emailing your resume in confidence to Brittney Frias at bfrias@peoplefirsthr.com

We thank all applicants for their interest; however, only those selected will be contacted for an interview.

At Richardson International, being truly invested is at the heart of everything they do. For 160 years, Richardson has been dedicated to Canadian agriculture, and every day they work together to ensure a steady food supply for people around the world. Recognized as a global leader in agriculture and food processing, Richardson is one of Canada's Best Managed Companies.

The agricultural industry is undergoing unprecedented growth around the globe to meet increasing world demand and Richardson International is playing a leading role in meeting this demand. It is a great time to join the Richardson team as their Organizational Development Coordinator.

Richardson's Organizational Development team is responsible for the coordination of over 150 learning events and four internal conferences each year. Our work supports the goals of the organization, as well as individual development goals. Richardson has a strong promote-from-within philosophy and helping our employees grow their skills is an important part of achieving their career goals.

The OD team works with different areas of the business to ensure their learning needs are met, coordinates with venues, and external facilitators, in addition to working with our employees. If you are a relationship builder, looking to start or build your career with a Learning team, this is a great opportunity for you.

Position Overview:

- Manage the learning system in support of events, and training sessions, including reporting and tracking registration.
- Be responsible for maintaining the training calendar, setting up training programs and events, preparing materials, and tracking attendance.
- Coordinate with and create training plans for various business units such as agronomy, health and safety, and other areas as needed. This includes reporting, registrations, accommodations, confirmations, coordinating technology needs, materials, and catering.
- Administer the corporate training reimbursement and tuition assistance program.
- Provide on-site support to training programs in Winnipeg and troubleshoot technical issues as they arise.
- Record and distribute meeting minutes for both internal and external meetings related to learning and development.
- Manage monthly expenses in the company program and track other organizational development program reporting such as budgets, training delivery, etc.

Qualifications:

- You have 2-3 years in an administrative capacity.
- You have experience using digital tools such as learning management systems (LMS) or databases, Webinar software, and/or event registration software.
- You have superior attention to detail, strong organizational and planning skills, with the ability to work independently and as part of a team.
- You are customer-focused with exceptional communication skills.
- You thrive in a fast-paced environment

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