

Coordinator, Training

Osisko Development Corp.'s wholly-owned subsidiary, Barkerville Gold Mines Ltd, is currently seeking a highly motivated individual to be part of the team at its flagship Cariboo Gold Project, as a Coordinator, Training in Wells BC.

This position's work will primarily be located at the project in Wells BC. and will be a 5 days on 2 days off rotation.

Reporting directly to the Manager; Health and Safety, the successful candidate will primarily be responsible supporting the current staffing contingent in a positive and productive manner. The detailed duties and responsibilities are listed below. The successful candidate -will manage the day-to-day activities by optimizing productivity in accordance with goals and scheduling while demonstrating a strong personal commitment to safety and the environment.

Essential Duties and Responsibilities

- Identifying training needs for individuals and departments, often in consultation with managers and HR.
- Designing, developing, and implementing training programs, including both online and in-person sessions.
- Developing and maintaining training materials, such as presentations, manuals, and online resources.
- Coordinating and delivering training programs, ensuring smooth execution and engaging participants.
- Assessing the effectiveness of training programs and providing feedback to participants and management.
- Maintaining accurate records of training activities and matrices, including participant attendance, program completion, and assessments.
- Working with external vendors to procure training materials, trainers, or programs.
- Communicating with employees, managers, and HR about training opportunities and program details.

Requirements

- 5 + years of experience as a Trainer, preferably in a mining or heavy industry environment
- Knowledge and expertise in the area of adult education and learning.
- Strong communication and interpersonal skills to effectively communicate training information and engage with participants.

- Organizational and planning skills to manage the logistics of training programs, including scheduling, budgeting, and resource allocation.
- Instructional design knowledge to develop effective and engaging training materials.
- Technology skills to be able to use learning management systems and online platforms.
- Analytical skills to be able to evaluate the effectiveness of training programs and identify areas and opportunities for improvement.
- An unwavering commitment to workplace safety
- CHSC, CRSP, Level 3 first aid or EMR experience, Fit Testing certification, and confined space certification would be considered an asset.
- Candidates must be eligible to work in Canada

Benefits

- Paid time off
- Extended Health, Dental, Vision Care
- Disability Insurance
- Life Insurance
- Employee Share Purchase Plan

This is an exciting opportunity to join a Company that intends to make its mark in the mining industry. This role has breadth offering the candidate great experience in an operating environment.

The estimated base annual salary range for this position is \$100,000 to \$125,000. The salary offered will be commensurate with relevant skills, knowledge, and experience.

Send your resume and cover letter to jobs@osiskodev.com. The candidates under consideration will be contacted directly.