

## **Training Coordinator**

### **Teck Highland Valley Copper**

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Reporting to the Lead, Training, the Training Coordinator is responsible for maintaining the SAP Success Factors Learning Management System and working with trainers and department contacts to organize and schedule training.

#### **Responsibilities:**

- Be a courageous safety leader, adhere to and sponsor safety/environmental rules & procedures
- Exhibit core values of Safety, Sustainability, Integrity, Respect, Excellence, and Courage
- Be the system administrator for our Learning Management System (SF SuccessFactors)
  - Build and maintain training course information
  - handle and test software updates
  - provide system troubleshooting
  - input training records
  - develop training plans with input from department leaders
  - provide weekly & monthly training reports, as required
  - provide system training to new training administrators
- Coordinate and facilitate new hire training site orientation sessions
- Coordinate with departments and training providers to deliver training in a timely manner.
- Coordinate with departments & supervisors to ensure training is meeting the needs of the crews.
- Assist with coordination & management of leadership training, supporting employees as needed
- Handle all external online training requirements
- Assist in coordinating & managing Training SharePoint Information site
- Assist Training Lead in management of training requirements for site
- Develop systems to efficiently handle training requirements.
- Perform other duties as assigned or required.

#### **Qualifications:**

- Completion of Gr.12 or equivalent.
- Exemplary safety leadership
- Five years of open pit mining or training preferred.
- Diligent, adaptable, and up-beat.
- Motivated self-starter with the ability to multi-task and excel in a fast paced, multifaceted environment.
- Strong communication (both written and verbal), organizational and interpersonal skills.
- Strong computer skills, including familiarity with Microsoft Word, Excel, Outlook, SAP Success Factors and PowerPoint;
- Ability to multitask and keep accurate records of all training events.
- Possess a valid driver's license.

#### **Assets:**

- IAuditor and SAP Success Factors experience.
- B.C. Shift Boss and blasting ticket, or B.C. Mine Supervisor certification or equivalent

At Teck, we value diversity. Our teams work collaboratively and respect each person's unique perspective and contribution.

Qualified applicants interested in joining a dynamic team are encouraged to submit a resume and cover letter electronically.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Teck is a diversified resource company committed to responsible mining and mineral development with major business units focused on copper, steelmaking coal and zinc, as well as investments in energy assets.

Headquartered in Vancouver, Canada, its shares are listed on the Toronto Stock Exchange under the symbols TECK.A and TECK.B and the New York Stock Exchange under the symbol TECK.

Learn more about Teck at [www.teck.com](http://www.teck.com) or follow @TeckResources.