



Training Manager

Full-time Permanent

Location

Saskatoon Office - Saskatoon, SK

About Us

An employee-owned, Canadian company, Associated Engineering provides a broad base of consulting engineering services in the water, environmental, infrastructure, transportation, building, energy, and asset management sectors. You will be working for ATAP Infrastructure Management Ltd. (ATAP), an affiliated company of Associated Engineering. ATAP provides a broad base of operational services in training, onsite field service, facility upgrade, programming, instrumentation, and circuit rider sectors. Recognizing our excellence and dedication to staff, we have been one of Canada's Best Managed Companies since 2008.

We know it takes dedicated, talented individuals working together to consistently deliver high-quality work and service to our clients. We achieve this by promoting collaboration, investing in our people, and fostering a culture that inspires our people to maximize their potential and think creatively while applying best practices. And we want you to join us!

Job Description

We are on the lookout for a talented **Training Manager** to join our team in **Saskatoon**. You will lead the Training team within ATAP and be responsible for training course contracts and scheduling of training delivery, course materials and technical course requirements and updates, proposal submissions, business development, and staffing under this team. You will deliver ATAP courses, as needed. Support of the ATAP Field Services team, assisting with project execution, may be involved. Travel will be required.

What you will be doing (but limited to):

Training

- Project Management of training projects.
- Deliver training to clients (may be in classroom, onsite, or online), where required.
- Update course materials to industry standards.
- Develop new workshops/course materials.
- Attend Technical Training to maintain Operator Certification.
- Manage ATAP support staff and contractors who are also part of the ATAP Training team.
- Compile budget requirements.
- Bring on new clients and conduct ongoing business development.
- Responsible for training equipment purchasing and upkeep.

Project Execution

- Assist in preparation of proposal and project documents to ensure clear, concise, effective representation of information.
- Analyze client needs and determine and plan best approach for project completion.
- Maintain accuracy, quality, completeness, and schedule adherence.
- Perform in a technical capacity, appropriate to experience level.
- Ensure that work conforms to company/industry established standards.
- May include providing field services.
- Client correspondence in consultation with Group/Project Manager.
- Confirm that quality assurance processes have been followed.
- Execute projects consistent with the Project Execution Guidelines.
- May act as a liaison between client and contractor/supplier/regulatory agency.
- Review design drawings from an operator/analytical perspective.

Business Development

- Attendance at conference/tradeshows/seminars to promote company services.
- Onsite visitation of potential clients.
- Telephone and electronic media solicitation.
- Update promotional materials.
- Respond to client questions/concerns/operational issues.

Job Requirements

What You Bring

- 3+ years relevant experience
- 3+ years experience in proposal and project coordination
- Excellent organizational skills with a keen attention to detail
- Reliable and able to maintain confidential information
- Committed team player
- Excellent communication skills
- Proficient writing skills for the preparation of proposals, reports, and project correspondence
- Ability to work on tight deadlines
- Outstanding verbal and interpersonal skills to support your communication with project teams, contractors, and clients
- Proficiency in MS Office
- Knowledge of business systems is an asset
- Project management experience is an asset
- Experience working in a technical, contracting, or engineering environment is an asset
- Minimum Class 2 Operator certification in the WT / WD / WWT / WWC disciplines desired
- Possess a valid class 5 driver's license
- Willingness and ability to travel

What We Offer

- Flexible working arrangements, including flex time and remote working options
- Competitive salary and benefits, including health coverage, dental coverage, use of our Employee and Family Assistance Program, and company pension program that matches your contributions
- Culture that promotes accessibility and respect, through our company-wide Diversity & Inclusion Committee, WISER Committee, Accessibility Task Force, and other initiatives
- Culture that promotes sustainability, through our numerous local Eco-Action Committees, and company-wide Climate Change training
- Ongoing support for your professional development and personal growth through our Mentoring Program, Continuing Professional Development training hours, professional designation support, and Young Professionals Club
- Work environment that focuses on your health, safety, and overall wellness, including our local Wellness Clubs, and annual Fitness Allowance. The safety of our employees is paramount. We are also COR® (Certificate of Recognition) safety certified.
- An active Social Club, Book Club, and other social and networking opportunities (including our biennial company-wide Olympics), Lunch-and-Learns, and community volunteer initiatives

We are confident that you will achieve your career and personal goals at ATAP Infrastructure Management Ltd. Check out our further career opportunities and learn more about us here: <http://www.atap.ca/>

To apply send your cover letter and resume to Andrew Stevenson, ATAP Manager, at stevensona@ae.ca