City: Port-Daniel-Gascons

Reporting to: Human Resources Director

Status: Permanent-Full time

The McInnis Cement plant is equipped with cutting edge technology, raising productivity and environmental industry standards for North America. The facility, located in Port-Daniel–Gascons, Gaspésie, is one of the largest industrial developments in Quebec. The company's mission is to provide its customers with high quality cement, manufactured and distributed in a way that respects the ecosystem, while putting the local economy first.

We are looking for a Training Advisor:

RESPONSIBILITIES

* Design of training activities;
* Facilitating the training process in the workplace;
* Evaluate, analyze and structure staff training needs;
* Develop and write training strategies in collaboration with managers;
* Design relevant training content adapted to the public for training;
* Develop new learning methods that allow the transfer of cutting-edge expertise;
* Evaluate learning;
* Participate in the training committee and follow up;
* Play an advisory role to supervisors and management;
* Develop and maintain a network of external consultants, select those who will make specific interventions;
* Collaborate with external firms and consultants to adapt course content to the realities of internal groups;
* Develop a network of internal trainers: coordinate their selection and training as an instructor;
* Evaluate the performance of the trainers.

ADMINISTRATIVE AND BUDGETARY MANAGEMENT

* Optimize training investments;
* Plan and coordinate with the activities of different departments the internal and external training activities;
* Follow up on the completion of the training plan;
* Ensure follow-up of attendance, invoices and course content;
* Respect the legal and regulatory requirements of Law 90 and the legislation on vocational training and develop training quality standards in line with the quality commitments of the company;
* Collect data from the entire company and produce the necessary internal and external reports.

JOB REQUIREMENTS

* Bachelor's degree in industrial relations or in human resources management or in a technical field related to the industrial sector or any related training deemed equivalent;
* Good knowledge in andragogy;
* At least 5 years of experience in project management and group animation;
* A first experience of at least 2 years in an industrial environment;
* Experience in project management and group facilitation: an asset;
* Excellent interpersonal skills;
* Knowledge of common computer applications and audio-visual tools;
* Team player, good problem-solving ability, overview and detail;
* Ability to work under pressure, manage various files simultaneously while meeting required deadlines;
* Fluent in both French and English;

WE OFFER

* To work in a growing Quebec organization, where you will find a dynamic and friendly work environment;
* A lot of challenges and projects;
* Competitive compensation;
* A competitive benefits’ program.

Do you think you have the requirements and want to be part of a dynamic team? Please send your resume to careers@cmcinnis.com to the attention of **Julie Rebecq**, specifying the job offer you are applying for.