



Office Administrator/Training Consultant – Saskatoon

MicroAge is seeking an individual with a passion for excellence, a strong work ethic and the determination for success.

We value and invest in creativity, intelligence and effort in the building of relationships. You will act as the primary client interface in all relationship managed activities both internally and externally to achieve company objectives and more importantly client objectives.

This position is responsible for the day to day operations of the MicroAge Training Center in Saskatoon and the marketing of our training courses to the market place.

The ideal candidate will have a strong belief in the benefits and value of training as well as the abilities to supervise the branch. Required is the proven ability to work with a moderate level of supervision. Excellent oral and written communication skills are a must. Knowledge of Microsoft office and Adobe software and applications would be a great asset.

Duties include but are not limited to:

Scheduling of classes for the Saskatoon application calendar

Scheduling of instructors

Ordering of course materials

Marketing of Saskatoon application classes

Ability to Identify, develop and manage training opportunities

Ability to establish excellent customer relationships with new and existing clients

We offer an exciting, fast paced environment where you will use a consultative approach to our services. We provide a competitive base salary plus a commission and bonus structure. We also offer a comprehensive benefit package as well as opportunities for growth and development.

Please submit resumes to: hr@microagesask.com

Human Resources
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