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Talent Development Coordinator

Full-time | Year-Round | Blackfalds, AB

Position Summary

Help people grow. Help leaders succeed. Help build the future of Eagle Builders.

At Eagle Builders, we believe strong leaders, engaged employees, and continuous development are essential to long-term success.

As a Talent Development Coordinator, you'll work with employees, managers, and the HR team to support employee development, strengthen teams, and help leaders build strong, engaged, high-performing teams. You'll help facilitate meaningful conversations, support training and development initiatives, review employee feedback, identify growth opportunities, and provide support on employee-relations and performance-management matters.

We're looking for someone who genuinely enjoys helping people succeed, can build strong relationships across all levels of the organization, and is passionate about developing employees, supporting leaders, and creating a positive workplace culture.

What You'll Do

- Support managers with employee-development discussions, performance-management processes, and employee-relations matters.
- Help identify and develop future leaders through succession planning, employee-development initiatives, and leadership-development initiatives.
- Review employee feedback, identify opportunities for improvement, and support learning and development initiatives that strengthen employee engagement, growth, and team effectiveness.
- Support managers and employees in understanding and applying insights from Predictive Index (PI), True Colors, and other behavioural assessment tools to strengthen communication, collaboration, and team effectiveness.
- Participate in employee-relations conversations, conflict-resolution discussions, performance-management conversations, and employee-development discussions when required
- Collaborate with the HR team and managers to support strategic workforce and talent initiatives.
- Support organizational projects that strengthen teams, support employee development, and prepare employees for future growth opportunities.

- Help create an environment where employees can grow, leaders can succeed, and teams can perform at their best.

What We Are Looking For

- **Relationship-builder** – develops credibility and trust with employees, managers, and leaders while building strong working relationships across the organization.
- **Strong communicator** – communicates clearly, professionally, and confidently in a variety of situations, including employee-development, performance, and employee-relations discussions.
- **Organized** – effectively manages multiple priorities, projects, conversations, and follow-up activities while maintaining attention to detail.
- **Growth-oriented** – enjoys helping others learn, develop, and achieve their full potential.
- **Confident facilitator** – comfortable leading discussions, workshops, team-development activities, and meaningful conversations that support employee and organizational success.

Requirements

- Valid Class 5 Driver's License and reliable transportation.
- Available to work Monday to Friday with flexibility for occasional overtime and Saturday when required.
- Experience supporting employee development, employee relations, leadership development, training, coaching, or related people-focused initiatives.
- Strong communication, facilitation, and relationship-building skills.
- Ability to manage confidential and sensitive information professionally.
- Strong organizational and follow-up skills.
- Proficiency with Microsoft 365 applications.
- Ability to work effectively in a fast-paced environment with changing priorities.
- Local to Central Alberta or willing to relocate.

Assets

- Post-secondary education in Human Resources, Business, Leadership, Psychology, Adult Education, or a related field.
- Experience facilitating workshops, team discussions, or training sessions.
- Familiarity with Predictive Index (PI) and True Colors.
- Experience supporting performance-management or employee-development initiatives.
- Experience working in manufacturing or construction environments.
- Knowledge of Alberta employment legislation and workplace best practices.

What Eagle Builders Offers

- Competitive wages based on experience, with regular evaluations
- 6% vacation pay, health coverage, and wellness support
- Sundays off and a culture that values time with family
- Meal program, fuel discounts, and employee events
- A chance to help shape the future of people development at Eagle Builders.

Help leaders build strong, engaged, and high-performing teams.



To view our careers page, scan the QR code.

Thank you for your interest in Eagle Builders. Only those selected to move forward will be contacted.