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# Example of Administrator, Training Job Description

Our company is hiring for an administrator, training. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administrator, training

* Monitor training admin inbox and respond within 24 hours
* Run and distribute weekly reports on enrollment and LMS ecommerce
* Monthly reporting and distribution
* Participate in weekly scheduling meetings, report registration totals and collaborate to address scheduling concerns
* Biweekly meetings with ops manager
* Responsible for training logistics, including LMS administration, onsite arrangements, and virtual classes
* Responsible for maintaining timely and accurate updates in Schedule IT
* Order courseware for all classes
* Complete all projects and assignments on time
* Adhere to team policies and procedures

## Qualifications for administrator, training

* Bachelor’s degree in education, training, quality or related field
* High level of knowledge in Microsoft Office (Word, Excel, Power Point)
* Ability to work harmoniously with and supervise other personnel
* Position based out of corporate offices in St
* Must be able to travel by car/plane domestically approximately 10 – 15%
* Must have strong IT skills and knowledge of Microsoft Office packages