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# Example of Analyst, Training Job Description

Our innovative and growing company is looking to fill the role of analyst, training. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, training

* Partners with the Integrated Learning & Performance (ILP) teams to deliver learning programs and solutions that can address emerging business problems with a particular focus on reducing time to performance for new hire agents and to increase the agility of tenured agents to work across call center functions
* Developing and maintaining the Joint Doctrine Campaign Plan
* Managing Campaign Plan milestones to promote an even and efficient workflow for the AOs, and the broader Joint Doctrine Development Community (JDDC)
* Maintaining and setting up computers and audio/video equipment in support of JWGs
* Providing monthly and quarterly reports on the status of joint publications under development
* Identifying customer priorities for SAIC editorial work, and transmitting those priorities to the editors
* Prepare and present functional in briefs and out briefs
* Responsible for leading all training coordination activities related to MGPO Finance, Epic Revenue Cycle, and Dragon 360
* Serves as a primary facilitator to the Training & Quality Team, conducting train-the- trainer sessions
* Conducts various needs assessments, recommending process changes and training opportunities

## Qualifications for analyst, training

* Mastery of the MS Office suite is required
* One-Three years relevant experience
* Knowledge of VBA, Microsoft Power BI, SQL, and/or Alteryx a plus
* Strong interpersonal skill and ability to communicate financial results to operational field
* Basic knowledge of computer software, such as MS Word, MS PowerPoint, MS Project
* Bachelors degree from an accredited institution or four years experience in lieu of degree, plus ten (10) years or more of related experience