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# Example of Assistant Training Job Description

Our innovative and growing company is looking for an assistant training. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant training

* Supplies a framework for career development conversations with staff members
* Provides a roadmap for staff members and supervisor
* Writes summary report of the interview for the Head of the Unit
* Coordinates the working group
* Creates communication on the SDLS website to inform staff members of the service
* Provides support for the blended learning programmes to managers and supervisors and staff at large
* Supports staff in work shadowing, lateral assignments, job rotation, job swaps
* Mail (make labels, stamps, ) items, as needed
* Deposit checks using the online banking system "ITMS"
* Oversea the training database ensuring accuracy and attention to detail at all times including liaising with management and training providers to book courses

## Qualifications for assistant training

* Prepare communications packages for participants and send according to schedules
* Work with manager to prepare materials and ensure materials are received and ready for the program date
* Work with the Manager of Training to schedule training classes, instructors and training rooms
* Good communications (verbal and written), organizational and analytical skills required
* Must be familiar with the following documents SECNAV M-5210.2 – SECNAV DON SSIC Manual
* 2-3 years previous administrative/office experience