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# Example of Assistant Training Job Description

Our company is growing rapidly and is hiring for an assistant training. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant training

* Responsible for not only developing and presenting course material, but also for coordinating/monitoring civilian/military training programs and monitoring the military personnel in MARMC Code 1140
* Responsible for presenting original courses to MARMC personnel
* Counsel MARMC personnel on various subjects such as required training or meeting pre-requisites for schools applied for
* Performance of other customer and corporate requirements as assigned is required
* Coordinates the annual safety training schedule including the coordination of training classes, participant lists, completions, reporting, paperwork via interoffice mail and email, training materials, invoicing and data entry into the Training & Tracking System (HR Linc)
* Works directly with the internal and external trainers to ensure computer and safety courses are scheduled accordingly including adding and removing courses based on enrollment
* Coordinates computer training to ensure the quarterly schedule is maintained and completions are uploaded into HR Linc
* Coordinates all computer assessment testing for internal and external hiring as requested
* Oversees the New Employee Orientation process to ensure all administrative tasks for new hires are prepared for on-boarding
* Other duties and occasional project work as assigned and directed by the Training Manager and/or Training Analyst

## Qualifications for assistant training

* Degree holder in Hospitality Management, Human Resources, Business Administrations or other related disciplines
* Minimum 5 years working experience as training, preferable in Hotel Industry
* 1-3 years of experience in Training, Education, or related field
* Associate Degree preferred but not a firm requirement if already on a higher education journey
* Preferred candidate will have ten years of experience in healthcare or disaster management and/or leadership with supervisory responsibilities (e.g., Paramedic (EMS), Disaster Response Team Leader, Emergency Response Manager, Emergency Medical Services Manager, Clinical Care Manager, Healthcare Administration, Public Health Administrator, Environmental Health)
* Bachelor’s Degree in Human Resources or a related field preferred