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# Example of Assistant Training Job Description

Our company is hiring 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

* Track data for reporting purposes
* Troubleshoot problems through online tutorials or communication with the vendor
* Respond to inquiries, and changes requested by the Provider Relations team
* Report technical issues to the Help Desk for prompt resolution
* Assist with system checks in the classroom by guiding trainees to their shadowing destinations on the floor and helping trainers reorganize classroom seating (and updating seating chart)
* Verifying and updating pre-written simulations within the system or creating new simulations capturing activities using an HTML capturing tool
* Uploading activity to the appropriate learning portal, where it is reviewed by a Quality Assurance team
* Applying the recommended edits and updates, and then verifying if the activity is customer ready
* Keeping the associated content updated, including verification of navigation pathways and screenshot examples that are used throughout to written courseware to assist the learner
* Promptly communicating errors and job hindrances to the assigned CPM, promptly communicating remedy solutions and meeting project deadlines

## Qualifications for assistant training

* Communicate with global materials manager in US to ensure materials are shipped and received as expected
* Arrange for hotel, lodging, as needed
* Careful, detailed, result oriented, responsible, fast learning, customer service mindset
* Responsible for managing the hotel’s training function, including developing a complement of qualified departmental trainers and establishes a hotel system for generating training data and evaluating results
* Corporate certification in training programs may be required such as 360 Feedback Certification, GTC Registered Assessor, and Certified Assessment Center Assessor designations
* Bachelor’s degree or Diploma in Human Resources or Training