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# Example of Operations Training Job Description

Our company is growing rapidly and is hiring for an operations training. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for operations training

* Prepare and coordinate meeting resources and background materials
* Manage participant rosters, analyze course evaluations, produce metrics reports based on multiple data sources
* Receive and analyze new client requests and maintain team projects, status, and deadlines
* Prepare and edit correspondence, communications, and other documents using Keynote and other tools for various audiences
* Assist and support the team in multiple functions across all operational needs
* Operate independently to identify and assess training needs by conferring with managers and function directors or conducting surveys
* Develop bespoke training programs and courses to fit the requirements of the Operations department
* Select, onboard, manage and evaluate the vendors required to implement the training and development initiatives
* Become the learning SME and Training Partner for the area, to enable the managers and their teams to become self-sufficient in managing their day-to-day training tasks, by providing expertise, knowledge and being able to show the benefits of training
* Implement comprehensive training programs implementing task-based training

## Qualifications for operations training

* Bachelor’s degree in Organizational Development, Adult Learning, HR Management, Education or similar is preferred
* High level of proficiency with MS Office and Instructional Design Tools
* Advanced level of proficiency with consulting, project management, and process improvement skills
* Minimum 5 years experience in a mortgage or financial services company
* Experience developing and administering training programs is required
* Bachelor’s degree in instructional design, education, organizational development, business, or related field or equivalent professional experience