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# Example of Sales Training Job Description

Our growing company is looking to fill the role of sales training. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for sales training

* Assesses training needs in alignment with business strategy, sales role design, and incumbent needs and develops associated curriculum and content to support performance
* Proficiency in MS Word, Excel and Outlook, required
* Oversight of tracking & reporting of training activities
* Oversight of training schedule creation and distribution
* Coordinate with internal counterparts in other departments to ensure accurate course materials and swift course approvals
* Coordinate curriculum and resources with broader training efforts across the organization
* Manage and track training program budget and expenses
* Flawlessly execute process and procedures associated with the delivery of sales trainings course offerings
* Assist Sales Training Manager in the management of the Field Sales Training Program
* Manage Sales Training inventory including course materials, demo product stock, brochures and literature stock, new hire gifts, and training supplies

## Qualifications for sales training

* Self-motivated with a strong internal drive to deliver successful and quantifiable training solutions
* Must be able to work independently, complete tasks in a timely manner and meet critical deadlines with minimal supervision
* Ability to proactively engage and share ideas cross-functionally with internal and external groups
* Excellent oral and written communication skills with a strong desire to create compelling, effective training programs across a variety of industries
* Experience working within or working with a sales organization preferred
* 3 years of experience in MMS Sales payroll related sales experience