Downloaded from <https://www.velvetjobs.com/job-descriptions/specialist-training>

# Example of Specialist, Training Job Description

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

## Responsibilities for specialist, training

* Secures certification to conduct specialized training, DDI, Service Plus and Behavioral Interviewing
* Developing and documenting firm training curriculum
* Scheduling classes and webinar training sessions
* Tracking CPE and training records
* Assisting with departmental training needs analysis
* Collaborates with teammates to create standardized training materials that facilitate efficient and effective workflows
* Utilize Help Desk software for electronic tracking of any application support issues and training requests
* Support training and maintenance of other applications and/or office automation software as required
* Serves as a primary facilitator for general Orientation and training of teammates and new staff
* Assists team members on projects and helps them to recognize software program features in a productive, time efficient way

## Qualifications for specialist, training

* Strong ability to understand difficult technology and simplify it for customers
* Computer proficiency including Microsoft Office applications and web conferencing tools (Outlook, Excel, Word, PowerPoint and WebEx)
* Experience with rapid development tools for eLearning an asset
* Must be flexible as hours may include weekend or evening work
* Substitution of experience for education may be made where four (4) years of specialized
* IT or application subject matter knowledge and experience will be equivalent to a four (4) year degree