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

# Example of Training Center Job Description

Our growing company is looking to fill the role of training center. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for training center

* Improve training activities and content based on participant feedback
* Assist the local HR team with the training center budgeting
* Build up training expertise and be available for division inquiries
* Coordinate accounting / charge back process
* Prepare course completion certificates, monitor certificate expiry dates
* Create reports to monitor activities, successes and challenges of the MTC
* The role holder will be the single point of contact for the customer
* Financial responsibility including sales fulfilment, ensuring invoicing and billing is done on time
* Oversees the primary activities of Training Specialists to ensure completion of tasks and attainment of departmental goals
* Manages scheduling and coordination of training dates, training rooms and equipment

## Qualifications for training center

* Ability to analyze information of staff KPIs performance , sales performance and QA score, identify, report problems and develop staff improvement plans
* Ability to work in matrix, multi channel and complex environment
* Regularly communicate with internal customers (e.g., MFG) to understand performance requirements and obtain agreement for training necessity
* Deliver training, workshops and certification programs for new trainers (Train-The-Trainer programs)
* Evaluation of feedback and motivation for participation in the idea management program
* Planning and development of training schedules and class room utilization