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# Example of Training Developer Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of training developer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for training developer

* Maintain templates and standards for consistent course development and delivery (eg
* Taking part in quality reviews of assignments to ensure they are of acceptable quality and compliant with the appropriate development process
* Taking part in project and team meetings to share ideas and project status
* Compile site specific quality metrics related to training or training effectiveness, as requested
* Works with Training Manager on administrative functions to include maintaining training records, scheduling training events, and ensuring training documentation (rosters, training checklists, etc) are completed and reviewed in a timely basis per GMPs
* Coordinate and/or conduct new employee orientation including the presentation of modules to new employees (manufacturing operations training programs)
* Create innovative styling, link selling and cross-selling training materials that are on brand and commercial, partnering with other members of the training team, across the business with key corporate collaborators
* Design and maintain an internal product information library
* Expand and update the product information library as products are introduced and
* Develop specific training objectives for each crew position as part of the comprehensive crewforce training program

## Qualifications for training developer

* 3 to 5 years of experience as a writer or editor of educational or training content
* Bachelor’s Degree or equivalent level of experience in Education, HR, HRD or Instructional Design
* 5+ years of Adobe Photoshop or other graphic editing software
* Bachelor’s Degree or equivalent required, plus relevant experience in training and/or instructional design
* Ability to show thoughtfulness, attention to detail, and creativity in any situation
* Ability to collaborate with various teams to produce learning solutions and learning guidance in an enthusiastic and inspiring manner