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# Example of Training Operations Job Description

Our innovative and growing company is hiring for a training operations. 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 operations

* Implements approved procedures and policies to ensure compliance with company standards, NRC regulations, INPO accreditation criteria, and other codes, standards and regulatory requirements
* Update and maintain data within the Learning Management Systems (LMS) and SharePoint systems
* Develop directly with SME and Supervisors Standard Work instructions, visual SOP materials Training Packages
* Introduce novel blended training solutions to meet complex training needs
* Develop annual technical training plan to support the functions
* Support the design of capability matrices and training curricula for all roles positions within each team, ensure they’re fully implemented in the LMS system
* Assists departments in scheduling training activities and auditing compliance of training against the established schedules and curriculum
* Co-Develop and deliver Trainer the Trainer course and its related certification for the identified Site internal trainers
* Work with the Associate Directors to develop and support Organizational Design initiatives around Training & Development within the Operations department
* Construct detailed project plans that can be viewed and understood, by multiple stakeholders

## Qualifications for training operations

* Knowledge of interactive eLearning software
* Knowledge of video editor software
* Experience delivering training sessions for retail or operations staff will be ideal
* Applicants must provide a writing sample
* Applicants must complete a writing exercise
* Training certification preferred but not required