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# Example of Training Professional Job Description

Our company is searching for experienced candidates for the position of training professional. 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 professional

* Maintain and update the Global Financial Crimes procedures database
* Compile and coordinate the dissemination of the monthly Financial Crimes newsletter
* Work with members of the Global Financial Crimes team to collect regular metrics on Policies and Training, including information necessary to update the Annual Plan documents on Policies and Training
* Assist with the Global Financial Crimes Compliance Notice process
* Coordinates, conducts or facilitates general and specific training programs for employees, vendors and/or clients
* Tracks and analyzes course evaluations and training program effectiveness, adjusting training materials based on results
* Works with business leaders to define internal processes to create and deliver training materials
* May provide some level of technical support for external clients on company products/services
* Reviews and updates Training Guides, Quick Reference Guides
* Collaborate with Project Teams to transform existing design documents into training and communication materials

## Qualifications for training professional

* Highly detailed, organized, and efficient with strong customer service orientation
* Focused and collaborative team player with an aptitude for problem-solving
* Ability to work under pressure and on multiple projects
* Ability to interact with multiple levels of management and work in a team environment
* Management experience of five (5) or more years
* A Financial Disclosure Form may be required