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# Example of Training & Quality Specialist Job Description

Our growing company is hiring for a training & quality specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for training & quality specialist

* Providing refresher training as necessary and updating relevant training documentation as necessary
* Provide detailed Training Needs Analysis and ensure that this is documented and acted upon
* Lead and manage cross-functional projects including course and curricula development
* Propose strategy and design training using multiple learning modalities (e.g., online, instructor-led, ) based on customer needs
* Manage and oversee the development of larger projects
* Apply internal department and instructional design standards in the development of training materials
* Design and deliver face-to-face training, as needed
* Develop tools and templates
* Builds strong relationships with key customers and vendors and ensures that department is providing efficient, effective, value-added training to learners
* Collaborates with subject matter experts (SMEs) across functions and affiliates for development of training

## Qualifications for training & quality specialist

* High school diploma with 1-3 years experience in pharmaceuticals within GxP environment
* Prior experience with archive/records management, documentation, and training systems/processes
* Collaborative skills and a strong customer service mindset
* Proactive, self-directed working style
* Ability to multi-task and assist in the support of small projects
* Prior experience using validated training management systems preferred