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# Example of Training Spec Job Description

Our growing company is looking for a training spec. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for training spec

* Collaborate in the design, development, coordination and facilitation of company-wide learning and development programs, including new hire programs
* Facilitate learning programs in both the traditional classroom and virtual environments
* Ensures a consistence training experience at all levels
* Partners with Operational and Technical Managers to develop and monitor training implementation and effectiveness
* Provides courteous and friendly service to all a, team members, co-workers, vendors and all other departments
* Provide all ANDSF CIED/EOD/IEDD/SSE course instruction as directed
* Coordinate with ANDSF as they prepare for scheduled training and cross training
* Assist the ANDSF in working with the supported units and subcontractors to identify, design and manage the ANDSF CIED/EOD/IEDD/SSE training requirements
* Participate in post-course evaluations and continual improvement process
* Participate in the development of CIED/EOD/IEDD/SSE training curriculum and development of training scenarios in accordance with the approved curriculum as required

## Qualifications for training spec

* Requires frequent sitting, standing and the ability to walk to various locations to attend meetings
* Minimum two (2) plus years of experience in call center or training role
* Extensive experience in advising and training US and partner forces
* Advise and demonstrate knowledge of and experience in Army operational planning
* 4 years’ experience and knowledge on all aspects of how soldiers train in a combat arms environment
* Must be able to stand, walk, sit, use climb stairs