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# Example of Training Support Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of training support specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for training support specialist

* Provide on site support for local and regional service activities to ensure success in repairs, applications, modifications and first installations
* Support resolution of customer problems with quick fixes and workarounds
* Contribute to constant knowledge flow to our affiliates and global teams by creating / reviewing documentation and sharing best practices
* Trainings are executed and supported for first level support, regional trainers and global staff
* Contributes to a product specific knowledge pool by providing information in correct structure
* Performs this role for cobas infinity IT solution and related products
* Performing a variety of general clerical duties for the training staff
* Assist with updating computer-based training programs
* Responsible for creating and updating on-line training files and assisting with training support materials development in an accurate and timely manner while adhering to department policies and procedures
* Creates, reviews and maintains training content and training documentation for job oriented trainings and dedicated systems according to the training concepts

## Qualifications for training support specialist

* Support the development of or instruction of comprehensive, tactically relevant operational training, including the design, development, and implementation of training exercises and scenarios require to prepare students for operations
* Minimum two years general clerical experience required
* Bachelor’s Degree in business, communications, information systems or related field
* An active DOD Secret clearance or the ability to obtain one
* Bachelor's Degree in information technology or computer science field
* Experience configuring single sign-on authentication technologies (Active Directory, Samba, Winbind, LDAP)