



Example of Business Trainer Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of business trainer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for business trainer

- Work closely with the BOS and BOM to develop a structured training program for the business office team
 - Work closely with the BOS and BOM to write curriculum and develop course materials
 - Coordinate implementation of an orientation process for new business office team members
 - Ensure orientation is documented and that the documentation is routed to the team member's personnel file
 - Conduct training and train-the-trainer sessions to prepare Business Office Coordinators to assist with ongoing training needs
 - Coordinate implementation of an annual competency assessment for business office team members
 - Ensure competency assessment is documented and that the documentation is routed to the team member's personnel file
 - Work closely with the BOS to create new policies and procedures and/or update existing policies and procedures as the need arises
 - Communicate process updates/changes, schedule adjustments, and other feedback to business office team members
 - Periodically review the expected payment log to ensure it is being filled out appropriately on a daily basis with an emphasis on improving upfront collections
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- 6 months Sales and Technical training experience
- Demonstrated experience in quality assurance audit and reporting
- Prior training, teaching or presentation experience in Business Process Outsourcing (financial services, customer service, call center,) is considered a plus
- Familiar with common Microsoft tools
- Experience in Corporate training preferred
- Over 5 years and up to and including 7 years of experience in an indemnity and / or HMO setting