



Example of Client Trainer Job Description

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Our growing company is looking for a client trainer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for client trainer

- Liaise closely with the NHS SBS workstreams (Subject Matter Experts (SMEs), Operations, Service Managers) and the NHS users to gather and document information on the business processes, operational procedures and supporting Oracle Financial Application systems
- Liaise closely with all internal work streams to ensure that all training materials are updated and 'fit for purpose'
- Take an active part in building and maintaining customer and team relationships
- Manage issues that affect scope, quality or timescales, escalating to the Training Manager where appropriate
- Support the training environment ensuring it is 'fit for purpose'
- Have responsibility for ensuring any data produced in relation to the post is accurate and current
- Builds HTML backing for courses by hand or through use of common tools
- Create post-training debrief
- Creating Training Reports
- Closely partners with appropriate field team and others on a formal and informal basis to achieve customer training and usage/revenue goals overall customer satisfaction

Qualifications for client trainer

- Epic Cupid Principal Trainer certified
- 3-5 years of hands-on experience participating in classroom training and

- Portfolio of sample work including student-provided reviews from past classes, letters of recommendation from past client managers and actual sample materials are required
- Manage projects and timelines efficiently
- Deliver customer workshops to understand needs and success criteria
- Create custom documentation including reference guides, presentations, surveys