



# Example of Lead Trainer Job Description

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Our company is looking to fill the role of lead trainer. 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 lead trainer

- Working with / training other trainers, customers
- Collaborating with SME on the creation and distribution of training programs
- Assists the region in execution of the Global learning strategy
- Conduct training classes at various locations and times across the State of Arizona depending on the needs of 9-1-1 Agencies
- Design and Implement a training program from Customer Service/Intake departments within the HOME department
- Coordinate training schedules with subject matter experts, supervisors and managers of appropriate areas
- Assist in preparation of auditing of policies and procedures for appropriate groups
- Review online training resources, update as needed and ensure these are pushed out to appropriate individuals
- Serve as a resource of escalated tickets for internal sales reps and accounts
- Provide suggestion for process improvement, resource optimization and process simplification across groups

## Qualifications for lead trainer

- Master EOD technician/EOD officer/Senior Combat Engineer (E8-04)
- Sufficient knowledge of current CIED operations in Afghanistan or Iraq area of operations to provide relevant and responsive advice and

- Knowledge and experience in Counter Insurgency (COIN)
- Proficient with Microsoft Office products such as Word, PowerPoint, Excel
- Prefer a Senior NCO with at least 10 years leadership experience in C-IED and/or EOD operations