



Example of Professional Education Job Description

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Our innovative and growing company is searching for experienced candidates for the position of professional education. 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 professional education

- Promoting professional development
- Advancing career goals
- Prepare training materials on products, sales techniques, merchandising must haves and any other business drivers, adapted to the different levels of staff
- Train the trainers (Area Managers) on the above
- Coordinate the 360° training of new hires with the Area Managers
- Determine the right training plan for each store based on its needs, level of experience of staff, store KPIs and feedback of Area/National Sales Manager)
- Develop the ideal structure of the different artist levels and determine the assessment methods of sales techniques and artistry
- Develop the makeup school program, establish direct links with top makeup schools across the UK and Ireland and organize the brand's presence in these schools through masterclasses and other types of collaborations
- Develop and track the budget
- Coordinate and assist in training and mentoring new team members, colleagues in other departments that support teacher or principal candidates

Qualifications for professional education

- Professional with strong planning and analytic skills
- Organisational ability, experienced in planning and managing a systematic approach to demand generation through sales teams

- 5+ years' experience in business development, sales readiness, marketing or sales, in a high tech environment
- Sound financial acumen with skills in managing projects within specified budgets
- 6-8 years of pharmaceutical commercial experience, including 3 years of Professional Education Management, Medical Science Liaison or product management experience