



Example of SAP Trainer Job Description

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Our company is growing rapidly and is looking to fill the role of SAP trainer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for SAP trainer

- Understand the business processes for and how the application supports the processes and integration with other SAP modules
- Understand the business processes for Projects and how the application supports the processes and integration with other SAP modules
- Plan, design, develop and maintain class training materials, quick reference guides, full end user documentation, Frequently Asked Questions (FAQs), on-line learning materials, and additional instructional or informative documents as required
- Deliver instruction to Calumet personnel in the use of software applications purchased, developed or customized by the firm's IT staff
- Engage and work with the IT development teams and business process teams to adequately understand how the software supports the business and to incorporate business process information into software instruction
- Assist in developing and maintaining training curricula, course descriptions, class schedules, evaluation criteria, learning paths, working with Calumet IT and business leadership
- Conduct floor support exercises involving scheduled presence in internal customer work areas to provide desk-side training and coaching to individual customers
- Develop a train the trainer program that enables business leadership and subject matter experts or power users within departments to assist in ongoing training and educational needs throughout the business
- Continuously advance his/her knowledge of and ability to improve the

- Conduct instructor led training sessions to Key & End Users on the new system functionality and business process

Qualifications for SAP trainer

- 1-2 years experience in SAP training
- Experience with commercial off-the-shelf (COTS) software SAP
- Excellent understanding of our business – including branch or plant activities and working SAP knowledge
- High level of organizational skills – managing an intense travel schedule
- Effective presentation skills – must be comfortable in front of a group
- Excellent communications skills – able to express themselves clearly and concisely