



Example of SAP Trainer Job Description

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Our innovative and growing company 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

- Input into the training plan, provide regular updates on progress, and ensure adherence to deadlines
- Quality check content creation by stream representatives, SMEs, and super users, ensuring alignment to Quantum training standards
- Conduct a Training Needs Analysis and provide recommendations on content creation and delivery that takes into account different language requirements, cultures, capabilities, geographic locations, level of change impact
- Input into training content design, and create training content that utilises this
- Participate in the set up and utilisation of effective training tools
- Manage the set up and maintenance of users in the e-Learning system
- Publish e-learning content, and migrate to Success Factors for BAU
- Input into the design and support implementation of the BAU model and transition handover to BAU
- Responsible for the creation of Training materials for Topics on which s/he is an expert
- Must be able to create examinations and tests based on the Training materials

Qualifications for SAP trainer

- Experience with the SAP FICO module (preferred)

- Ability to effectively work with and instruct a wide variety of clients/end users as it relates to their educational level (from high school or less to university graduates)
- Ability to quickly and effectively understand new business processes and systems
- Ability to effectively document existing business processes using MS Visio or BlueWorks live
- Ability to follow facilitator guides to provide the required standardized level of instruction to all client sites