



# Example of Training Associate Job Description

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Our company is hiring for a training associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for training associate

- Assist with company employee activities/events
- Must be comfortable taking-on alternative responsibilities outside of primary training and quality control responsibilities
- Provide proactive support with any and all ad-hoc tasks required to support the brand's objectives, both during peak and non-peak seasons of the year
- Teaching technical courses, including certification, to employees
- Maintaining Cornerstone records for courses
- Providing post-course documentation, including roster submission and instructor feedback
- Providing support on proctoring of projects
- Following up on students' feedback from delivered courses
- Providing support to Program Manager on Global bootcamp initiative
- Proactively communicate with assigned clients by providing expert level insight to individual training process and potential roadblocks to training

## Qualifications for training associate

- Must be capable and comfortable with public speaking and group presentations
- Understanding of fraud and abuse, anti-kickback, and other rules and regulations applicable to medical device companies is a plus
- Must be prepared to work gracefully under pressure in a fast-paced, expanding, and dynamic corporate environment
- Degree in Business, Finance, Marketing or other relevant field

- Degree holder in HR or above