



Example of Training Associate Job Description

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Our innovative and growing company is looking to fill the role of 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

- Identifies recurring problems with training processes, policies and procedures and works to develop and implement improved processes and solutions
- Support QStream technology launches and monitors progress
- Support Vendor Credentialing with new hire on-boarding and fielding questions
- Collaborate with marketing on the Engage app and resource library
- Support and manage internal eTesting site for Home Study and ISS classroom training
- Assist in training events with logistics and meeting management
- Develop and manage In House Class schedules, speaker assignments and helps plan for hands on sessions
- Provide on-site logistics
- Collaborate with manager to insure the alignment of logistics for event/training, such as ordering food, making hotel accommodations and attendee travel
- Oversee and partner with Central Purchasing on location bid reviews, pricing, service and rental fee negotiations

Qualifications for training associate

- A minimum of 2 years' experience in preferable in Retail Sales
- High initiative, must be a team player and process good inter-personal skills
- Preferably a graduate with a Nutrition, Dietetic or science background

- Bachelor/4 yr degree in business, education or related field