



Example of Training Associate Job Description

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Our company is looking for a training associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for training associate

- Work cross-functionally with cXc Leadership, Internal Business Partners, Knowledge Stakeholders, and cXc CARE Experts
- Assure consistency across the organization via the Enterprise Operations team by utilizing continuous improvement methodologies to support appropriate standard operating procedures which includes collaboration with the Process, Quality, Product and Leadership teams (external and internal to cXc)
- Serving as a Learning Management System Training Administrator for company-wide professional development courses
- Working closely with the corporate Talent Management group, which oversees the professional development courses
- Coordinating with logistics support personnel in other office locations to ensure successful delivery of classes outside of Bartlesville
- Providing post-class communication to learners and trainers
- Administering course evaluations and generating reports
- Providing training metric reports as requested
- Providing back-up and support for other members of the Learning Operations Group on an as-needed basis
- On an as-needed basis, traveling to Houston to support classes held at the company headquarters when site resources are unavailable

Qualifications for training associate

- Experience with Audio Visual Equipment and MAC video editing software

- Minimum five years of technical writing, instructional design, content development and/or related experience
- Experience performing research, obtaining and learning information from subject matter professionals, translating complex information and writing consumable material such as technical, training program, and/or policy content
- Self-starter with intellectual energy and curiosity, critical thinking, analytical, and research skills
- Ability to build and maintain relationships, juggle multiple projects simultaneously, work independently and with team members, handle competing priorities, and participate in diverse initiatives under tight timelines