Example of Training & Quality Specialist Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a training & quality specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for training & quality specialist

- Participate in project team(s) to improve the competency based training program
- Assist with the implementation of standard methodology and templates for developing, implementing and maintaining training content
- Assist with other department activities as needed
- Develops, implements and monitors audit controls for HR Operations to help department achieve specific goals related to quality, quantity, and documentation of calls and transactions reducing risk and maintaining a high level of data integrity, ensuring continuous integration of QA feedback
- Manages the development and facilitation of a variety of technical trainings within HR Operations
- Leverage the Learning Management System to ensure training deployment and records are accurate
- Participate in the development and continuous improvement of Development Sciences processes, systems, and written procedures related to training support for DevSci including but not limited training records management, course catalogue maintenance, curricula management and updates
- Manage and partner on the development and continuous improvement of documentation processes ensuring that fit for purpose Quality practices are implemented throughout key functional areas within Development Sciences
- Review, revise and maintain training materials and ensure that DevSci learning

- Partner with key stakeholders across the organization to address training compliance-related issues and work proactively to improve processes or provide training support services that reduces training risks

Qualifications for training & quality specialist

- Hours that may exceed 8 hours per day and/or 40 hours per week
- Bachelor's Degree and 1-2 years of experience or equivalent experience in a related field
- Must have specialized experience working with military Chemical Biological Defense Individual Protective Equipment
- Evidence of instructor certification, qualification, or experience
- Must be willing to travel inside of the United States, travel to foreign countries and travel within North America
- Must have or be able to obtain/maintain a DOD SECRET clearance