



Education Logistics, Inc. | 3000 Palmer Street | Missoula, MT 59808 **Smarter Transportation.** | www.edulog.com

Training Specialist

WHY WORK WITH EDULOG?

Work with talented, interesting and fun co-workers in a growing and dynamic company! EDULOG offers exciting opportunities to enhance your career in a custom software company. You will join teams that improve student transportation systems across the U.S. and internationally, most specifically by partnering with new and long-term customers whose relationships are key to EDULOG's success. If you are looking for a dynamic company in which to expand your knowledge and experience professional growth, consider EDULOG for a collaborative atmosphere where quality customer attention and your efforts are appreciated.

POSITION SUMMARY & OBJECTIVE

Training Specialists (Trainers) operate in a team and are responsible for each aspect of internal and external training. This includes client consultation, conducting training needs analysis, and developing measurable objectives aligned with product development. EDULOG trainers champion a unique proprietary suite of software products and are core contributors to the direct success of Education Logistics' Operations.

PRIMARY FUNCTIONS

- Collaborate with colleagues, department heads and product/program managers in order to design and improve training materials.
- Conduct instructor led and student centric training with current and new Edulog clients, both remotely and face-to-face (on-site) at business locations.
- Conduct regular needs analysis pertaining to training and development.
- Collaborate with software Implementation, Sales and Customer Experience teams for training initiatives at headquarters and conferences.
- Recommend, learn, and deliver effective instructional methods and technologies aimed at bringing the content to life for a variety of adult learners.
- Develop training materials for assigned product training, which include training resource guides, slide presentations, training checklists, demo scripts, and other training curriculum as needed.
- Occasional travel to various U.S. cities and client locations.

Education Logistics, Inc. is an equal opportunity employer.



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EDUCATION REQUIREMENTS & QUALIFICATIONS

- Training, instructional design, communications, education or related bachelor's degree.
- 1+ year training experience or related work experience equivalency.
- Experience with Learning Management Systems.
- Proficiency using Adobe Suite of products, Microsoft Office Suite and/or other instructional design and development applications.
- Experience conducting needs analysis, project management, and course development.
- Training delivery skills including document production and use of video, web-based and in-person presentations.
- Articulate and accurate written communication skills.
- Professional, welcoming, and friendly interpersonal communication that connects with a diverse range of clientele including remote customers, in-house management, and staff.
- A coachable attitude with an ability to learn quickly and master/teach new training concepts.
- Valid driver's license, criminal record clearance and clear driving record during past five years required for in-state and regional travel.

TO APPLY: Visit our website at <https://www.edulog.com/careers/> to complete an application, and submit your cover letter and resume.