



TRAINING DOCUMENT CREATION ASSOCIATE

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.

SUMMARY & OBJECTIVE

Training Document Creation Associate will operate in a team and are responsible for each aspect of internal and external training document creation. This also includes attend client meetings, assist in online training, and assist in 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.

DUTIES & RESPONSIBILITIES

- Develop training materials for assigned product training, which include training resource guides, lesson plans, slide presentations, and other training curriculum as needed.
- Assist in developing training videos, demos, and online training curriculum.
- Collaborate with Sales and Customer Engagement teams for training initiative.
- Assist in conducting needs analysis pertaining to training and development.
- Additional tasks and duties as assigned.

SKILLS & QUALIFICATIONS

- Training, communications, education, or related bachelor's degree.
- 1+ year training experience or related work experience equivalency.
- Proficiency using Adobe Suite of products, Microsoft Office Suite, Canva, and/or other instructional design and development applications.
- Articulate and accurate written communication skills.
- Professional, welcoming, and friendly interpersonal communication that connects with remote customers and staff.
- A coachable attitude with an ability to learn quickly and master/teach new training concepts.
- Training facilitation skills a plus.
- 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.