



## Training Specialist

We are seeking a **Training Specialist** to join the Confirmation.com team in Brentwood, TN. The qualified candidate will work collaboratively to develop and deploy external organizational training with future goals to expand into internal training. The responsibilities include, but are not limited to, the identification of training needs, initiation and organization of materials, and development of initiatives to external clients and customer-facing teams.

### Responsibilities

- Builds content and requirements of external training programs including, but not limited to, onsite training, webinars, self-study platforms, and group sessions
- Delivers group and individual training externally and/or internally
- Owns the needs and requirements for external training by meeting with all departments/groups or conversing with various employees
- Coordinates administrative functions necessary to deliver and document all training, and presents in person where appropriate
- Anticipates upcoming training needs and takes a proactive approach to seeking out all learning needs
- Manages the compliance and implementation of CPE (Continuous Professional Education) credits for the Americas Sales team and external clients
- Coordinates efforts for learn.confirmation.com working directly with universities and firms around the U.S.
- Maintains a keen understanding of new educational techniques and software skills

### Qualifications

- Bachelor's or Master's degree in related field
- Proven work experience as a training specialist
- Technical skills in automation, videos, and training tools
- Understanding of effective teaching methodologies and tools
- Excellent written and verbal communication skills, and the ability to quickly develop relationships
- Ability to plan, multi-task, and manage time effectively
- Ability to work independently, with internal teams, and with clients to ensure project success

### Compensation

- Compensation depends upon experience and education.

### Travel

- 15% to 25%

### About Confirmation.com

Confirmation.com is the world's leading provider of secure online confirmation services. Today, more than 16,000 accounting firms use Confirmation.com to send audit confirmation requests to companies, financial institutions, and law firms worldwide. For more information, visit [Confirmation.com](http://Confirmation.com).