autobooks

We are a growing Financial Technology company bringing energy and innovation to SMB owners around the US. With the economic climate for SMB's growing stronger every day, we are offering an opportunity to be right in the middle of the action. We work in a collaborative, fast-paced, agile environment where hard work and success are valued – and rewarded.

Our service is a web-based application that allows small business owners to send invoices, get paid faster, and keep track of their finances – quickly, easily, and accurately. We're obsessed with simplifying the lives of small business owners by helping them save time and money so they can focus on what is important to them vs business accounting.

The Role: Product Training Lead

Autobooks creates invoicing, payment, and accounting software, and then distributes it through partnerships with financial institutions (banks and credit unions) by installing it into their internet banking suite. The financial institutions offer the product to their small business clients as a new source of revenue and as a differentiator when compared to other competing institutions.

The Product Training Lead is responsible for making sure that employees at our partnering banks and credit unions have been trained on the Autobooks product, and are comfortable talking to their customers about it.

The person who takes this position will lead the team that prepares our financial institution partners for the Autobooks rollout in their market, as well as providing ongoing training support for their staff.

The training lead will work with the account management team to assess a financial institution's training needs, develop a training program, set desired outcomes, and then execute the training sessions.

The Product Training Lead will also develop and deploy follow up assessments to determine training effectiveness and evaluate if and when further training sessions are needed.

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Responsibilities:
- Establish and track metrics related to the effectiveness of our training programs
- Utilize instructional systems design models such as ADDIE to create product training courses and materials
- Assist in the creation and deployment of assessment tools and processes to determine training effectiveness
- Determine the need for, create, and deploy additional training support tools for financial institution partners
- Execute training sessions via webinar and in person for financial institution partners
- Assist or lead in the creation of product training related video content
- Execute occasional internal training sessions for new Autobooks team members
- Work with the Account Management team ensure positive outcomes for financial institution deployments
- Create "raving fans" of both you and Autobooks
- Coordinate timelines, tasks, and communication across several internal and external teams

Required Experience/Skills:
- Bachelor's Degree or equivalent years of work experience
- 2+ years in a training, instructional, or educational role
- Extremely high level of professionalism, comfortable presenting and talking to C-level executives
- Ability to multi-task and prioritize
- Ability to create / lead projects to create instructional product videos
- Flexibility and adaptability in responding to rapid change
- Ability to self-start and succeed with little supervision
- Willingness to learn and utilize new products and process changes

Other Requirements:
- Familiarity with MS Office products
- Familiarity with project planning tools
- Ability to travel by air and/or car up to 15%

Job Type:
- Full-time