

Implementation and Training Specialist Team Software Inc.

Date Posted: 2010-01-11

Located In: Omaha, NE

Wages / Salary: negotiable

Department: Implementation and Training

Hours: 40 hours per week

Schedule: 8:00am - 5:00pm

Contact: Sara Suing FAX: (402) 348-3999

Description

TEAM Software, Inc., an employee-owned company, is seeking an ambitious, energetic individual for an Implementation and Training Specialist. We offer a relaxed yet productive working environment, casual dress, competitive salary, medical/dental insurance, 401(K) plan, paid time off and an employee stock ownership plan. The ideal candidate will possess the following skills and attributes:

- College education, preferably in business or education-related field;
- General accounting knowledge;
- Excellent written and oral communication skills;
- Training experience – software training helpful;
- Relationship-building skills;
- Ability to handle multiple tasks and projects;
- Effectively work with others on a team;
- Solid organizational skills;
- Strong desire to succeed;
- Energetic;
- Positive attitude;
- Willing to travel.

As an Implementation and Training Specialist, you will be responsible for the following tasks:

- Participate in needs analysis studies to determine training needs for our clients as well as within our organization.
- Confer and consult with client management to gain knowledge of specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies.
- Formulate teaching outlines and determine instructional methods such as individual training (both on-line classes and in person), group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Conduct training sessions using on-line training tool or in person covering specified TEAM products.
- Select or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Create and maintain project plans for clients to ensure success in implementing TEAM's products.
- Test trainees to measure progress and to evaluate effectiveness of training.
- Report on progress of clients during training and consulting periods to TEAM management and client's management.
- Revise design of training curriculum and methods to improve effectiveness.
- Travel as needed to conduct or participate in training classes, seminars, or workshops.
- Track and record all communication with clients to ensure accurate billing.
- Develop and maintain relationships with new and existing clients.
- Evaluate existing client's WinTeam usage and integration with their current business practices. Assist them with full WinTeam integration through additional consulting, training and implementation.
- Other duties as assigned.

Please send your resume with cover letter to Saras@teamfinancial.com