



SPRING 2016 JOB ANNOUNCEMENT

SOFTWARE TRAINER

We are seeking a Software Trainer who will be responsible for both training and supporting our software suite from our Uniontown, Ohio office. Our software is used by thousands of graduate and undergraduate medical administrators across the United States and overseas for the purpose of managing their residency and medical school training programs.

Your responsibilities will include:

- Train a web-based software suite via telephone/web sharing, one on one, in classroom and conference venues
- Write associated software documentation
- Work with end users for software support, including troubleshooting, problem analysis, and providing solutions
- Work with software developers as the client advocate for enhancements
- Other responsibilities as business needs dictate
- Includes occasional Nationwide and International Travel- currently averaging less than 10% but could spike higher as needed

We're looking for:

- Training experience which includes designing, producing, and presenting training material to both small and large audiences
- Analytical and oral/written communication skills including the ability to write clear, effective and grammatically correct correspondence, reports, training manuals, and other materials
- Articulate and engaging speaker
- Excellent organizational skills
- Ability to interact effectively with all levels of an organization
- Business acumen, tact, discretion, strong work ethic, integrity, judgment and positive attitude
- Demonstrated ability to produce results, working in teams
- Attention to detail and timeliness
- Experienced user for Microsoft Word, Excel, Power Point and Google , Typing 50-60 WPM
- Demonstrated initiative, resourcefulness, and creativity in problem-solving
- Ability to work independently when necessary, set priorities, research and resolve problems and follow-through on projects/assignments with minimal direction

Advantage if you have:

- A college degree

Who we are:

- We are committed to transparent processes that promote collaboration

- We encourage high performance employees who want to take on increased challenges and responsibilities
- We are working hard to create an environment where team thinking flourishes

Salary is commensurate with experience. This is a full time position with health, dental, vision, life insurance, 401K and bonus. Find our job posting on [monster.com](https://www.monster.com) to apply. No relocations please.