

Reports to: Training Manager
Preferred Location: St. Louis, MO or Ponca City, OK

Job Description:

Host Analytics is seeking a seasoned instructor who will be responsible for creating and delivering training content over the web, as well as onsite at customers and/or training facilities.

Company Overview:

Host Analytics is a highly regarded software company in the Corporate Performance Management (CPM) space. The company offers a comprehensive and unified CPM solution that appeals to both mid-market companies and large enterprises. One central aspect to its value proposition is that the product is primarily offered as a Software as a Service (SaaS) model, the most compelling delivery models in enterprise software today. The integrated solution includes planning and budgeting, revenue forecasting, financial consolidation, dashboarding and scorecarding, and flexible reporting.

Specific Responsibilities:

- Deliver courses for on-boarding of new employees, partners and customers over the web as well as onsite (up to 25% travel).
- Contribute to training content (manuals, hand –outs, conference material).
- Keep up to date with Host Analytics' software releases.
- Attend user conferences and road show events as necessary.
- Develop content that is in line with the SAAS delivery mechanism, i.e. self-running demos, self-training documents.

Position Requirements:

- Bachelor's Degree in Business with an emphasis in management or finance – or equivalent experience.
- 5 – 8 years' software training experience.
- Experience in designing and delivering software training courses, preferably in Corporate Performance Management (CPM) or at a minimum in ERP, CRM or BI to a wide range of users/customers.
- Excellent communication, writing and organization skills.
- MCT (Microsoft Certified Trainer) qualification is preferred.
- Knowledge of the CPM space with relevant experience is ideal.

Personal Characteristics:

1. Customer focus: The successful candidate will have an indomitable (external and internal) customer focus.
2. Strong work ethic: He or she will reject setbacks and will enthusiastically persist until ambitious goals are achieved. He or she will be resourceful and innovative at tackling complex challenges in a sustainable, proactive fashion.
3. Passionate commitment to the company and your profession: Champions projects and the company's needs and implements a model of continuous improvement in both company goals and project-related tasks.
4. Problem solver: Should be a strong, analytical problem solver with a strong attention to detail.
5. Accountability: He or she should be a results-oriented team player who leads by example, holds himself accountable for performance, takes absolute ownership, and champions all aspects of initiatives.
6. Entrepreneurship, sense of urgency: The successful candidate will possess a high energy level which allows them to react to situations quickly and decisively, possessing self confidence to be assertive when taking a position, not afraid to make decisions.
7. Flexibility and adaptability: Should be able to switch gears in various high-stress situations and apply him or herself to quickly learning new technologies and adopting new methodologies.