

## Job Description

### Software Trainer

#### Summary/objective

We are currently seeking a software trainer to join our isolated training team. This professional will be an expert on HCM software, benefits, and PEO and will consistently provide high quality on-site and online partner, customer, and internal employee training.

#### Core Job Duties

Develop course material for live classroom sessions around payroll features/functionality of isolated

Develop, record and produce online video courses for isolated University

Provide training online and on-site

Introduce Partners to new functionality released in isolated via documentations, webinars, and announcements

Be able to explain the complexities of isolated effectively to users having different levels of technical savvy

Work with Technology Development and release staff to remain ahead of upcoming changes within the software

Be a backup trainer and assistant for all other isolated Trainings

Work with isolated University Developer to improve online learning experience

#### Job Complexity

Developing professional expertise. Beginning to focus on attaining proficiency in one or more areas of their role. Applies company policies and procedures to resolve a variety of issues.

#### Interaction

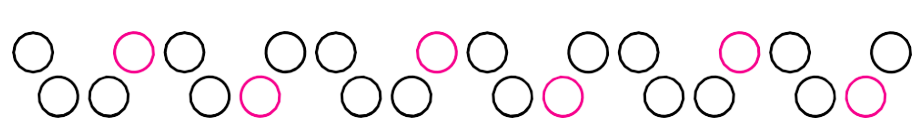
Works on problems of moderate scope where analysis of situations or data requires a review of a variety of factors. Exercises judgment within defined procedures and practices to determine appropriate action. Builds productive internal/external working relationships.

#### Supervision

Normally receives general instructions on routine work, detailed instructions on new projects or assignments.

#### Experience

Typically requires a Bachelor's degree and a minimum of 2 years of related experience; or an advanced degree without experience; or equivalent work experience.



## Scope

N/A

## Discretion

N/A

## Minimum Qualifications

- 3-5 years experience providing training or teaching
- Knowledge of isolved Payroll and other isolved products
- Organized and detail oriented
- Ability to communicate clearly verbally and in writing
- Strong presentation skills
- Ability to work independently and as a member of a team
- Highly motivated, flexible, adaptable nature
- Able to deal with different personality styles and learning styles
- 30% domestic travel will be required.

## Additional Preferred Qualifications

- Experience working in the HR, Payroll or Benefits industry
- Experience with HCM software
- Proficient with Microsoft Office
- PHR/SHRM-CP

## Physical Demands

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds.

## Travel Required

Yes, up to 15% domestic travel may be required.

## Work Authorization

Employee must be legally authorized to work in the United States.

## FLSA Classification

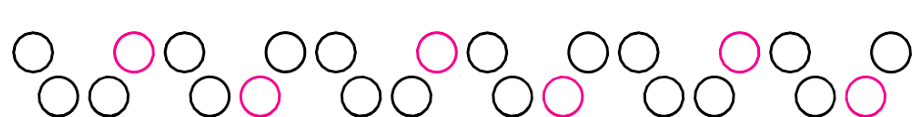
Exempt

## Location

Office/Hybrid/Remote

## Internal Job Title

Software Trainer





### About isolved

isolved is an employee experience leader, providing intuitive, people-first HCM (Human Capital Management) technology. Our solutions are delivered directly or through our partner network to more than five million employees and 145,000 employers – who use them every day to boost performance, increase productivity, and accelerate results while reducing risk. Our HCM platform, isolved People Cloud, seamlessly connects and manages the employee journey across talent management, HR & payroll, workforce management and engagement management functions. No matter the industry, we help high-growth organizations employ, enable and empower their workforce by transforming employee experience for a better today and a better tomorrow. For more information, visit [www.isolvedhcm.com](http://www.isolvedhcm.com).

isolved is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. isolved is a progressive and open-minded meritocracy. If you are smart and good at what you do, come as you are. Visit [www.isolvedhcm.com/careers](http://www.isolvedhcm.com/careers) for more information regarding our incredible culture and focus on our employee experience. Visit [www.isolvedeebenefits.com](http://www.isolvedeebenefits.com) for a comprehensive list of our employee total rewards offerings.

