



## Office 365 Training Specialist – St. Louis Based

*Do you love technology and enjoy helping others learn? Join a talented team of instructors at Centriq Training!*

**Description:** We are seeking an experienced Office 365 Instructor to deliver courses within our Corporate Training Division. This position will be based out of our St. Louis, MO, office. Our corporate students are adult learners in professional classroom environments. Class deliveries are open-enrollment/public or private dedicated courses for specific clients at their site. Students may be in-classroom or virtual, thus trainer candidates should be experienced with delivering highly-interactive courses through in-person and web-based platforms.

This trainer will primarily deliver the following courses:

- Core Office 365 Navigation (All licenses; including Enterprise, Education, & Government)
- Core Office 365 Applications (Online & Desktop) – Word, Excel, Outlook, PowerPoint, OneNote, OneDrive, Skype for Business, Teams
- SharePoint Online Bootcamp – End User, Power User, Site Owner, Site Collections Administrator
- Additional Office 365 Applications –Groups, Delve, Yammer, Forms, Stream, Sway, Planner
- Windows 10 End User

Depending upon the specific experience of the selected candidate, additional courses and topics may be delivered, such as:

- Professional Development training (Communication, Leadership, Critical Thinking)
- Project Management
- CompTIA courses

### **Required Expertise:**

- At least 8 years of experience working in a professional corporate environment.
- At least 2 years of experience as a power user, site owner, or administrator of Office 365 and SharePoint Online. Deep subject matter expertise must be demonstrated, including in-depth understanding of the administration of user management roles and permissions.
- At least 1 year of experience delivering technology training to adult learners in a professional classroom environment.

### **Preferred Education and Certifications:**

- College Degree
- Industry Certifications

**Additional Requirements:**

- Highly professional and polished
- Excited to consistently learn new skills, tools, and technology, as well as stay current with constantly changing cloud technologies.
- Adaptive and flexible in a classroom with all levels users; also with training material and lab environments
- Ability to outline and develop customized curriculum and supplements
- Excellent communication skills, verbal and written
- Positive attitude, sense of humor and creativity
- Ability to work and make decisions with minimal supervision
- Individual contributor and team player
- Ability to travel for public deliveries from both offices and client site deliveries on an as-needed basis (approximately 25-35%)

**The Perks & Benefits:**

- Trainers - Company-paid certification exams, prep resources, and continuing education training
- Health
- Dental
- Vision
- Prescription Drug
- Flexible Spending Accounts
- Life Insurance
- 401(k)
- Dedicated prep weeks and work/life balance
- Company gatherings and social events

**About Us:**

Centriq Training has been Kansas City's leading technical training company for 25+ years. In April 2017, Centriq Training acquired St. Louis-based Premier Knowledge Solutions (PKS). The firms combined create the largest IT training company in the Midwest, offering in-person training from 29 instructors at 27 classrooms located in St. Louis, Kansas City and O'Fallon, IL, along with live, "virtual" online courses.

Centriq provides an extensive selection of authorized training from industry leaders like Cisco, CompTIA, IBM, ITIL, Microsoft and VMware. Clients are able to train in specialized areas such as cyber security, project management, system networking, big data/data science, web and mobile development.

Invest in yourself and apply to become part of our team of premier trainers in this challenging and rewarding career!

Email your resume and cover letter to [careers@centriq.com](mailto:careers@centriq.com) with "O365 Trainer Application" in the subject line.

*\*Local St. Louis metro candidates only.*

*\*\*Applications without resumes will not be considered.*