

### **HW3886 - Training Coordinator**

A metro-Atlanta organization is seeking a candidate to facilitate online training and provide technical and administrative support for in-person training. Job responsibilities include overseeing the planning and implementation of webinars; maintaining an online training calendar; processing registrations; providing administrative support for training programs; and various customer service duties. Job requirements are a college degree and excellent computer skills. Solid customer service skills, strong written and verbal communication capabilities, and detail-oriented editing and proofreading skills are preferred. Qualified candidates should email resume to: [bbrannen@gabankers.com](mailto:bbrannen@gabankers.com).