



## ComplIQ Solutions – Career Opportunity

### Learning & Development Specialist

**Primary Location:** Remote – United States  
**Job Category:** Learning & Development

#### PURPOSE and OVERVIEW

ComplIQ Solutions is seeking a Learning & Development Specialist. This position is planning, developing, organizing, and delivering a comprehensive staff development and training programs for all levels of personnel.

#### DUTIES AND RESPONSIBILITIES

- Design and develop curriculum and learning solutions in support of job-related corporate training
- Create and maintain extensive system documentation
- Interact and engage audience with questions and hands-on practice
- Host live in classroom, virtual, recorded, and on-site training sessions
- Collaborate with the company's management to identify training needs and schedule appropriate training sessions for employees
- Provide support and mentoring for new employees while conducting an evaluation and identifying sections where improvements are needed

#### Required Qualifications:

- Strong computer knowledge with the ability to navigate multiple software programs.
- Working knowledge of Microsoft Excel, Word, PowerPoint, and Outlook.
- Demonstrating strong organizational skills through prioritizing and taking care of multiple priorities.
- Using good judgment and making decisions independently.
- Demonstrating strong interpersonal, oral, and written skills to effectively communicate both internally and externally.
- Exhibiting discretion and trust with confidential material
- Excellent communication skills with the ability to speak professionally, clearly, and concisely.
- Bachelor's Degree preferred but not required.

#### ABOUT COMPIQ SOLUTIONS

ComplIQ Solutions is a software and full-service provider focusing on the property and casualty medical bill review market. We provide an end-to-end solution for our clients leveraging our proprietary technology and software platforms in the delivery of our solutions and services. We focus our efforts on our three key stakeholders, in this order: 1) Clients; 2) Colleagues; 3) Company.

ComplIQ Solutions provides our full-time team members with the below benefits:

- Fair and Competitive Salary
- Paid Vacation Time



- Medical, Dental, and Vision Insurance
- Short-Term and Long-Term Disability Options
- Company sponsored Life Insurance
- 401k Plan (4% company match after six months of employment)
- Health Spending Account (HSA) and Flexible Spending Account (FSA) Programs

*ComplIQ Solutions is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*

#### **HOW TO APPLY:**

Interested candidates are required to submit an updated cover letter and resume to the ComplIQ Solutions Corporate email box at: [ComplIQCorp@ComplIQsolutions.com](mailto:ComplIQCorp@ComplIQsolutions.com)