



## RECRUITMENT

### CONDUENT



**CONDUENT BUSINESS SERVICES, LLC**  
**East Hartford, CT**

- ✚ **F/T Trainer Supervisor (Job ID#1184313)**
- ✚ **F/T Trainer Coordinator (Job ID#1172853)**
- ✚ **F/T Quality Assurance Associate III (Job ID#1187567)**
- ✚ **F/T Transaction Processing Associate IV (Job ID#1188358)**

**Thursday, January 18th, 2024**

**From 1:00 PM – 4:00 PM**

**East Hartford American Job Center @ Goodwin College**  
**417 Main Street, East Hartford, CT**

### **JOB INFORMATION AND REQUIREMENTS**

**Trainer Supervisor - Job Order # 1184313:** F/T position available in East Hartford, CT. Reporting to the Deputy Director, the Trainer Supervisor will supervise the various training initiatives and ensure the deliverables and goals of Training team are met. The Trainer Supervisor works collectively with the leaders of the Operational areas to identify training needs, ensuring adequate training is delivered, and timely updates of Policy and Procedure documentation. Bachelor's degree or three to six years of supervisory experience. **\$65.000/yr.**

**Trainer Coordinator - Job Order # 1172853:** F/T position available in East Hartford, CT. The Trainer will develop, document, implement, and maintain comprehensive training and quality assurance plans for all operational units. Responsible for delivering remote and in-person training with a high level of energy and enthusiasm. This position will provide support to various projects. Bachelor's degree, minimum of 2 years of experience working in both Remote and In-Person training environments. **\$60.000/yr.**

**Quality Assurance Associate III - Job Order # 1187567:** F/T position available in East Hartford, CT. This role will conduct quality reviews of the various functional areas, identify trends or issues that are occurring, always with a focus on continual improvement. College degree preferred, experience in government services to consumers, particularly health and human services or an equivalent combination of education and experience preferred. **\$20.50/hr.**

**Qualifications:** **Ability to Type 30 WPM.**

**Transaction Processing Associate IV – Job Order # 1188358:** F/T position available in East Hartford, CT. This role is responsible for performing processor duties and serving as a point person for unit. This person will work in collaboration with the other Leads and Supervisor in assisting staff to meet contract requirements as they relate to timelines and quality. Must have a bachelor's degree/Application Processing experience. **\$20.29/hr.**

**Qualifications:** **Ability to Type 37 - 40 WPM**

A data entry and typing assessment is administered at the time of this recruitment for Quality Assurance Associate III and Transaction Processing Associate IV. Practicing for this typing assessment is strongly recommended. You can go to [www.typingtest.com](http://www.typingtest.com) for your free practice session.

### **INTERVIEW PREPARATION INSTRUCTIONS**

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|--|---|
| ✦ <b>Bring Résumé or Outline of Work Experience</b>      | ✦ <b>Must be at least 18 years of age</b>           |
| ✦ <b>Applicant will be subjected to Background Check</b> | ✦ <b>Applicant will be subjected to a drug test</b> |

For more information visit [www.CTHires.com](http://www.CTHires.com). Click on **Find a Job** then the **Job Number Search** tab. Enter the Job Order Number then click **Search**. (See above for Job ID #)

If you are not registered, please visit [www.CTHires.com](http://www.CTHires.com) to register as an Individual prior to the event.



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