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# Example of Learning Coordinator Job Description

Our company is hiring for a learning coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for learning coordinator

* Preparation and coordination of a variety of recruiting events both in office and on campus
* Participation on Developing talent - Create, lead, engage with and direct a workforce to drive enhanced performance through our people agenda
* Learning Administrative onshore activities
* Collaborate effectively with many teams, including Operations, and subject matter experts (SMEs) to support launches of new products and services, supporting enhancements to existing products and services
* Ensure that Learning creates and maintains accurate and relevant information on job tasks, SOPs (Standard Operating Procedures) and training aids/visuals
* Perform pro-active external client calls as identified
* Create new courses and maintain existing courses in the learning systems while maintaining the integrity of historical data
* Communicate with Learning and Performance team regarding course details and system changes
* Maintains and coordinates Training schedule various training resources
* Maintains L&D assets

## Qualifications for learning coordinator

* Can drive understanding
* Ability to handle multiple tasks and timelines
* Basic understanding of adult learning would be an asset
* Tasks include scheduling classes
* Performance of transactional activities in accordance with regulations, GMP, industry guidance and Merck procedures
* Review of GMP documents for data integrity and accuracy