Downloaded from <https://www.velvetjobs.com/job-descriptions/learning-development-analyst>

# Example of Learning & Development Analyst Job Description

Our innovative and growing company is looking to fill the role of learning & development analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for learning & development analyst

* Identify opportunities for improvement based on industry best practices
* Collaborate with Human Resources and Organizational Development to implement strategy and process enhancements
* Support communications planning and implementation
* Work with L&D Operations Lead to report on the O&LD budget
* Assist with reconciliation of monthly activity and generating monthly, quarterly and year-end reports
* Support the Financial governance process for O&LD
* Partner and consult with L&D team leads to manage L&D vendors, leveraging support on transactional activities regarding reporting, vendor management, and financial controls
* Support the Process Governance Manager and the Global Centres of Expertise
* Create, document and maintain relevant processes documentation
* Drive simplification into end to end process

## Qualifications for learning & development analyst

* Working experience in sizable MNC is preferred
* Bachelor's degree (Computer Science or Teaching related)
* Business English is a must (Spoken and Written), American pronunciation strongly desired
* 4+ Years of teaching experience (training, developing manuals or courses)
* 3+ Years of experience in IT areas
* Learning Management System (LMS) administration experience – any type of LMS