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# Example of Learning & Development Assistant Job Description

Our innovative and growing company is looking for a learning & development assistant. 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 assistant

* Ensure evaluation and measurement of programme effectiveness is undertaken of all learning & development activities
* Make sure all hard-copy administration is smoothly completed
* Contributes to regular and ad-hoc reporting
* Ensure that all learning & development activities are CARM compliant
* Make sure that all Budapest based employees act according to learning & development related policies
* Support the organisation and monitoring of Induction programme
* Answer queries and provide customer support related to the topics above
* Be active part of L&D team and look for opportunities to help others in order to reach L&D related goals
* Performs various administrative duties for Corporate Manager-Safety & Security, Supervisor of Safety & Security and Learning & Development
* Maintains Corporate OSHA recordkeeping system.

## Qualifications for learning & development assistant

* Experience working with SharePoint sites would be useful
* Minimum of 2-3 years of relevant working experience, preferred in eLearning content production, multimedia support, or other L&D related activities
* Experience with working in a virtual team is strongly preferred
* Ideally international experience during studies or professional employment
* Min 1-3 years of relevant working experience, preferred in administrative /HR / event management
* Degree holder with a minimum of 5-7 years’ solid experience gained in learning & development roles with hands on experience on training delivery of leadership and management/people effectiveness programmes