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# Example of Learning Manager Job Description

Our company is growing rapidly and is looking for a learning manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for learning manager

* Serve as main point of contact with the vendor's LMS Client Executive and Client Success Manager
* Troubleshoot and interface with external IT/technical partners
* Create and maintain appropriate documentation and tutorials
* Maintain end user historical learning transcript data
* Provide data regularly to Director of Learning, COO, and CEO
* Manage HQ New Employee Orientation and Trail Guide programs by utilizing proven best-practice strategies to ensure efficiency and engagement
* Work with L&D partners, vendors and subject-matter experts (SME’s) as needed to achieve objectives
* Stay informed of technology and innovation opportunities within CSC
* Define courses and content to be presented
* Evaluate existing courses and make recommendations for improvement in order to maximize the value

## Qualifications for learning manager

* 3 years experience managing staff, preferably including a helpdesk
* Advanced knowledge of a SCORM compatible Learning Management System
* Knowledge of Microsoft Office (Outlook, Word, PowerPoint, and Excel)
* Experience with Saba
* Managed a learning management system
* Advanced presentation, facilitation and content development skills