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

# Example of Learning Specialist Job Description

Our company is searching for experienced candidates for the position of learning specialist. 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 specialist

* Involvement in diversity projects and responsible for data collation to meet corporate recruiting efforts
* Utilizing Learning Connection, manage learning events in the system including inputting and reporting for programs
* Provide transactional and project support on ad-hoc requests
* Directly responsible for the Management of the Online Training curriculum and strategy
* Responsible for the development of organisation wide training curriculum and materials using internal e-Learning tools
* Definition of company standards for companywide eLearning training
* Accountable for the implementation of company standards to eLearning training materials whilst creating interactive, well-paced resources
* Develop eLearning roadmap for delivery and agree with business L&D teams
* Empowered as one of the company wide subject matter experts and point of contact for company wide eLearning solutions
* Responsible for retaining established company branding across all deliverables and reviewing outputs of 3rd parties to ensure standards are maintained

## Qualifications for learning specialist

* Well versed in and experience with locally hosted and cloud based technology
* 5 years of work experience in a Learning/Human Resources capacity
* Strong technical proficiency using Microsoft Office Suite (particularly Excel) a must
* Must bring strategic perspective to training and development to effectively execute program curriculums
* Third level honours degree in Business, Finance or related area
* Experience in using Photoshop