



Example of Learning Coordinator Job Description

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Our company is growing rapidly and is hiring for a learning coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for learning coordinator

- Develops training schedule, input offerings in LMS
- Provides tier one support of questions regarding Training programs
- Learns to coordinate ordering and distribution of Training materials, booking and setting up class rooms
- Monitor and maintain the L&D mailbox and act as a primary point of contact for offices and attendees
- Monitor and maintain L&D budgets
- Actively manage a team of Tier I Ambassadors and a Level 3 FC Trainers
- Ensure that the work of the team and individuals is continually aligned to meet internal customer's needs
- Act as a proactive and productive liaison/partner with business partners across the company consistently seeking to make a positive impact on key business safety, quality, productivity, and customer experience metrics through development and facilitation of L&D programs
- Planning and designing the project/programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action
- To qualify the clients learning needs, using effective questioning techniques and market intelligence to recommend appropriate solutions

Qualifications for learning coordinator

- Prior teaching experience with young adult, adult, high school, undergraduate, or graduate students

- A self-starter, able to progress issues and work under own steam
- Work effectively independently part of a team
- Able to work independently under a fast pace environment