



# Example of Learning & Development Assistant Job Description

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Our growing company is looking for a learning & development assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning & development assistant

- Facilitate leadership and management/personal effectiveness learning programmes
- Makes decisions about work priorities to effectively and efficiently manage workload
- Maintains established office files and records in accordance with procedures
- Assists the L&D leadership team with special projects, reporting procedures, and other activities involving administrative requirements
- Schedules and coordinates key committee meetings, including document preparation
- Coordinates logistics for training courses including room reservation, ordering supplies, ordering catering and room set-up
- Assists with registration and collection of class rosters as needed
- Loads training sessions into the LMS to create classes online
- Prepares statistical reports using established procedures
- Ensures confidentiality on all work-related matters

## Qualifications for learning & development assistant

- Experience with PeopleSoft, Taleo, and/or Learn.com
- Demonstrated outstanding level of professionalism, including business acumen, ability to exercise good judgment, discretion, tact, and diplomacy
- Fluent in English and French plus Italian (proficient in speaking and writing)
- Organizational skills, interpersonal skills, and math skills

