Example of Learning & Development Associate Job Description

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

Responsibilities for learning & development associate

- Manages and responds to cldsupport emails on a daily basis
- Supports relevant internal departments, including CL&D Training Managers, Marketing, Commercial (management, Field Sales, National Accounts, regional trainers), Commercial Operations, Medical Information, Legal, Business Conduct and Regulatory for iLearn and Glearn requests
- Collaborates with internal customers including Legal and Marketing training managers to ensure training courses, materials and workshops are current on iLearn and GLearn
- Assists with the design of curricula modules or programs and execution planning of instructional games on iLearn or web0based programs
- Offers solutions for bridging gaps between current organizational capabilities and needs
- Helps ensure readiness of the organization for training deployment including identifying key stakeholders and determining their needs in advance in order to deliver high quality and effective online training materials
- Analyzes the characteristics of existing technologies and their use in instructional design
- Partners with departments, subject matter experts and key stakeholders to identify training needs, improve training solutions and lead change initiative implementation
- Monitors and maintains alignment with Commercial group’s strategic training plan while balancing short-term and long-term business goals

Qualifications for learning & development associate

- Proficiency and experience with software configuration management (SCM) is required
- 5+ years of related experience and a BS or BA degree
- 2+ years of Hep preferred
- 3+ years of successful Field Sales experience typically required
- 2+ years of within specific therapeutic area of liver disease
- Foundation knowledge and understanding of learning theory and instructional design techniques