Our company is growing rapidly and is looking for a LMS administrator. 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 LMS administrator

- Responsible for managing LMS tickets (e.g., Remedy) received by triaging, escalating, assigning, forwarding, or resolving issues raised in the LMS tickets
- Assists with the learning development to drive training initiatives
- Develops and/or modifies multimedia visual aids, presentations, and web content
- Coordinate the posting, maintenance and manage access to the EBS program curriculum based on evolving business requirements
- Design, develop and implement e-learning activities and compelling course content that enhances retention and transfer and incorporates adult learning theory and principals
- Liaise with key internal and external stakeholders to understand key objectives and requirements for the development of training solutions
- Work with subject matter experts to develop content
- Administer the LMS
- Analyzes system usage and learning data to make optimization recommendations, such as opportunities for process, configuration, and improvements, to training leaders and business partners
- Develops and implements LMS standard operation procedures to ensure efficient publishing of high-quality training, including online training, materials, videos

Qualifications for LMS administrator

- Requires effective verbal and written communication skills, excellent interpersonal skills
- Ability to write training materials
- Knowledgeable in the use of SCORM or AICC publishing
- Knowledgeable in instructional design and adult learning theory principles
- Work is analytical, non-standard and widely varied requiring the interpretation and application of a variety of policies and procedures
- Makes basic decisions