



Example of LMS Administrator Job Description

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Our growing company is hiring for a LMS administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for LMS administrator

- Organize systems and grant system permissions
- Run system reports and develop custom reports to meet stakeholder needs
- Coordinate mass course enrollments and manage automatic logic enrollments to required courses
- Provides amazing customer service through technical support
- Execute technical training requests
- Investigate data conditions
- This position affects the ability for a technician to provide service and for a Service Partner to perform service or submit claims
- This position will have a direct impact on the Service Partner (ASC network), and will support the Market Service Managers and the training group
- Automates assignments of specific courses to users via prescriptive rules
- Develop and document process or policies as needed to establish consistent use of system

Qualifications for LMS administrator

- Solves problems that involve identification and analysis of diverse problems
- Completes work that requires developing imaginative and complex methods, procedures, products or systems
- Applies, recommends and implements advanced technology concepts to improve the efficiency and effectiveness of divisions or has approval for the use of technology for multiple divisions

- Requires regular external contacts to carry out organization programs and to explain non-specialized matters
- Develop, generate, schedule reports using Saba analytics