

Learning and Development Assistant

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Company: Klarrio

Location: Belgium

Category: business-and-financial-operations

Klarrio/ is looking for a learning and development assistant.

Your challenges & responsibilities

Involvement in the implementation and management of a Learning Management System.

Support with on-boarding plans for new starts and trainees

Coordination of training courses in career development (who, registration and follow-up)

Content administration: Ordering, structuring, versioning and processing of the content created by Klarrio/tutorrio instructors and experts. Make sure that all content including referred media is managed in the LMS. Add inquiries about course quality.

Accommodate E-learning

The team

In tutorrio by Klarrio we teach a group of young adults with the ambition to become proficient data-engineers, the fundamentals of computer science, hands-on data-engineering skills, basic cloud-economics, and teamwork.

On customer request, we also provide tailor-made training programs for the platforms that we build.

Klarrio's R&D team delivers cost-efficient streaming data platforms tailored to the needs of its customers in an agile manner.

What we are looking for

You hold a Bachelor or Master degree and have at least 1-2 years of relevant experience in

the talent development domain. You have an affinity with the IT-sector and some of the following skills:

Interest in structuring, updating, versioning and managing media (documents, videos, ..)

Interest in managing an LMS and creating on-the-job training programs

Interest in the coordination of training courses

Fluent in English and Dutch

A big plus is experience in one or more of the following topics:

Google Apps (Slides, Docs, Sheets, ...)

An LMS like OpenEdX

LMS document formats (including import and export)

Git and Markdown or willing to learn

Connecting the LMS to a Version Control System (like git).

Key responsibilities

Properly structure and version our course materials.

Maintain our course materials in modular blocks.

Assist in building a training program in the LMS based on these blocks.

Compensation and benefits

On top of a competitive compensation package, we'll add Performance Bonuses, Health Insurance, Retirement planning and Mobility Package.

You'll be supplied with high quality equipment to be able to do your job and be working in our comfortable offices in the center of Antwerp (only 5 minutes walking distance from Antwerp central station).

You'll be working in a technologically advanced environment with a broad variety of opportunities to improve your skills.

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