

Learning & Development Administrator

Apply Now

Company: Viroclinics Biosciences

Location: Ghent

Category: business-and-financial-operations

Training and development of our talent is a very important topic at Cerba Research. Are you the Learning & Development Administrator/Coordinator who can support the Director of Talent Development in the setting up and execution of learning initiatives?

WHAT WILL YOU BE DOING?

Your primary responsibility revolves around efficiently **administering our Learning**

Management System, 360 Learning This entails overseeing user management, content organization, and generating essential reports to support training initiatives for our customers, partners, and employees.

Collaborate seamlessly across departments to ensure smooth enrollment and management of users throughout the learning cycle. Additionally, create and manage detailed reports on key learning metrics to inform leadership and stakeholders effectively.

Drive the onboarding process by facilitating introductions to our company's DNA and culture. Coordinate training sessions to integrate new team members smoothly, thereby fostering a positive and productive start within our organization.

You're able to **support every phase of training projects**, from initial planning to evaluation. Ensure strict adherence to timelines, preset objectives, and allocated budgets, ensuring the seamless execution of our learning initiatives.

WHO ARE YOU?

You have prior experience in efficiently managing administrative tasks, particularly in

administering Learning Management Systems

Proficiency in **Dutch and English (French is pro)** is crucial for effective communication with diverse stakeholders and facilitating multilingual training initiatives.

Microsoft Office applications, including Word and PowerPoint but specifically **Excel**.

Flexibility and Collaboration: Ability to navigate and manage competing priorities with ease. Collaborate effectively across different departments within our international company structure to achieve shared objectives.

WHO ARE WE?

Cerba Research provides the highest quality specialized laboratory and diagnostic solutions while leveraging patient data and scientific insight to shape and advance clinical trials. With our global footprint and access to leading regional labs, data, patients, technology, and partnered resources, we support global biotech, pharma, and IVD organizations to improve the lives of patients around the world.

From the translation of preclinical to clinical, through commercialization, our expert scientists collaborate with you to optimize your therapeutic development and obtain critical insights earlier. We help accelerate your therapies through the development of highly specialized custom assays, deep biomarker expertise, and a passion for scientific innovation across complex therapeutic areas. Our global network of leading, specialty laboratories ensures you have access to quality data and can reach your patients. Together, we'll improve patients' lives around the globe .

WORKING AT CERBA

We are Cerba Research and we are growing fast on a global scale. Working at Cerba Research first of all means that you contribute to improve global health. It also means growing your career in a dynamic, fast paced environment, where you can develop new skills and work on diverse projects. There is plenty of room for initiatives, we encourage you to take ownership, cooperate, keep learning and most and for all, have fun!

Interested? Then please apply

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