

## **Learning Management Systems (LMS) Specialist/Administrator**

Aurion Learning currently resells and configures a number of industry standard Learning Management Systems (LMS) for clients nationally and internationally.

We're a growing digital learning company looking to expand the team with an experienced **Learning Management Systems Specialist/Administrator**.

Reporting to the Operations Director, you will work directly with clients to configure the LMS to meet their individual requirements. You will also serve as the first line of support for client LMS administrators, assisting with troubleshooting, problem solving, and user education on system functionality.

### **Responsibilities:**

- Collect LMS configuration requirements from the client.
- Advise clients on how they can make best use of the LMS to meet their needs during initial configuration and post deployment,
- Configure the LMS to meet the needs of the client.
- Create bespoke reports and reporting dashboards for clients.
- Create and maintain all technical configuration documentation.
- Work with the development team to manage the integration of the LMS with 3<sup>rd</sup> party products and/or legacy systems at the client site.
- Create and refine job aids and training documentation as needed.
- Provide user education on system functionality via training face:face or online workshops.
- Serve as the first line of support for client LMS administrators, assisting with troubleshooting and problem solving.
- QA all new LMS upgrades to support the continued development, enhancement, and deployment of our LMS products.
- Plan and deploy client upgrades to LMS software.
- Work directly with the design teams to ensure platform content is technically compatible for upload and placement in the LMS.

**Essential Criteria:**

- A minimum of 1 year of previous experience administering a LMS.
- The capability to work autonomously while supporting a range of clients.
- Effective verbal and written communication skills.
- A proficiency with spreadsheets, and an aptitude to streamlining and communicating data analytics.

**Desirable Criteria:**

- Basic HTML/CSS skills to format text and images within the LMS.
- Previous Experience of a Learning management system.
- Technical understanding of eLearning technologies and environments in which content is accessed.

**Location:** Belfast

**Salary:** Negotiable, depending upon experience.

As well as a competitive salary, we offer continuous professional development opportunities and a range of other benefits including a contributory pension scheme and healthcare plan.

By joining our highly skilled team, you will get the opportunity to think creatively and work on a wide range of interesting and challenging projects in the e learning and digital media field.

**Closing date:** Friday 20<sup>th</sup> July

To apply for this role, please send a cover letter outlining relevant skills and experience against the essential and desirable criteria, and a detailed curriculum vitae to [info@aurionlearning.com](mailto:info@aurionlearning.com).

**About Aurion Learning**

Aurion Learning is a multiple award-winning digital learning specialising in the design of customised eLearning. We work with organisations across all sectors, nationally and internationally to deliver high quality learning solutions.