

Versado Role Description

LEARNING PRODUCER



Versado Training is a creative agency that designs and develops custom adult learning solutions primarily in the life sciences industry through direct consulting with clients. Versado has a challenging, fast-paced, and dynamic work environment.

We tackle challenges as a team and are proud of the collaborative approach and unique culture that we've built together. For the right person, this environment can be incredibly rewarding and liberating. The work is challenging and fast-paced and we work as a team every step of the way.



Are you the right person for the job?

1. Versado is looking for teammates who demonstrate a mindset and behaviours consistent with our core values and the qualifications listed below that we feel are needed to thrive in our environment and contribute to the work we do.
2. Versado is looking for teammates who have a strong desire to learn on the job. Because of the fast-paced, deadline-driven work that we do, new teammates learn by doing work bound by those same deadlines and standards.
3. Versado is looking for teammates who are ready to learn a variety of aspects of the consulting and corporate training business. Part of "learning on the job" means that the task that needs completing today will be different than the task that needs completing tomorrow. We are hoping that over time new teammates will develop specialized skills and play a more defined and strategic role, but in the beginning, we are looking for candidates who embrace being a generalist to gain the broader view of our business based on the needs of the moment.
4. Versado is looking for teammates who can manage their own time, tasks, and priorities given broader goals and desired outcomes. With a diverse mix of virtual and on-site employees, everyone on the team must independently and wisely drive work forward even when details are not clear. This requires strong organizational and self-management skills.
5. Versado is looking for you to be you. We want teammates to feel comfortable being themselves and empowered to bring their uniqueness to work with them. At the end of the day, we are a creative agency and having an open-minded, diverse team will enable us to be more innovative and successful as a team.

ROLE DESCRIPTION: LEARNING PRODUCER

Role: Learning Producer

Role Purpose: Lead clients and internal teams to drive and achieve project goals by managing the associated deliverables, services, and processes.

Qualifications:

- Bachelor's degree
- A minimum of 3 years of experience managing teams, timelines, and budgets
- Detail-oriented with superior time-management skills and the ability to manage competing priorities
- Self-driven, disciplined, and goal-oriented; jumps in to offer solutions rather than pointing out the problems
- Strong interpersonal verbal and written communication skills, with the ability to develop strong professional relationships
- Ability to stay calm under pressure and problem solve effectively when changes occur in time-sensitive situations
- Collection and synthesis of various points of input into clear, concise, and simple plans
- Strategic operational and communications skills to manage internal teams and client expectations effectively ensuring overall team and project success
- Advanced proficiency in MS Word, Outlook, and PowerPoint
- Organized, self-managed prioritization and execution of various tasks simultaneously to meet deadlines under pressure
- Adaptability to various roles, learning quickly to contribute to project execution

Location: Remote

Engagement Type: Full-time, salaried position

Versado provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Versado complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.