

Versado Role Description

ROLE DESCRIPTION: ASSOCIATE LEARNING PRODUCER

Versado Training creates smart, custom learning solutions that drive employee alignment, engagement and performance in the life science space. We are looking for a detailed-oriented candidate who loves timelines and budgets to join our Learning Production team!

Role: Associate Learning Producer (ALP)

Role Purpose: The Associate Learning Producer (ALP) plays a crucial role in supporting the Learning and Development team by providing administrative and project management support across multiple learning projects. The ALP will work closely with Learning Producers (LPs) to ensure projects are delivered on time, within budget, and meet the highest quality standards.

Role Specifics:

- Learning Production Support
 - ALP is in training to learn all aspects of the Learning Production role.
 - Assist Learning Producers with project management tasks, including scheduling, team management, and resource allocation. ALP will play a supportive role on technical aspects of projects allowing the LP to focus more heavily on client relations.
 - Coordinate with internal and external stakeholders to ensure project timelines are met.
 - Contribute to the development and maintenance of project management tools and processes.
- Demonstrate a strong attention to detail and ability to manage multiple tasks simultaneously.
- Proactively identify and resolve project challenges.
- Contribute to a positive and collaborative team environment.

Qualifications:

- Bachelor's degree preferred.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Detail-oriented with a strong focus on accuracy.
- Demonstrated ability to meet deadlines and prioritize tasks effectively.

- A passion for learning and development.

Salary Range: \$45,000-\$55,000

This is a fantastic entry-level opportunity for a self-starter with a strong desire to grow within the project management/learning and development space. For the right person in this role, there is relatively fast opportunity for advancement and growth potential.

Location: Remote

Engagement Type: TBD

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