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| **Job Title:**  | Learning & Development Specialist | **Job Family:** | Human Resources |
| **Reports To:** | Director, Human Resources | **FLSA Status:** | Exempt |
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| **JOB SUMMARY** |
| The L&D Administrator is responsible for developing, planning, scheduling and monitoring employee development and leadership programs corporate-wide. A successful L&D Administrator at Matrix is a strong communicator, highly organized, confident in his or her ability to make decisions, an effective time-manager, and able to collaborate with all stakeholders. |
| **ESSENTIAL FUNCTIONS** |
| * Identifies and monitors training needs for the corporation. Meets with division and department heads to evaluate requirements or may conduct employee surveys to gauge interest in different topics.
* Collaborates with Director of Humans Resources and Subject Matter Experts to develop and maintain soft skills and technical skills content and materials – including written materials, help documents, recorded information, and electronic resources.
* Delivers live classroom training as needed using adult learning concepts and engaging design.
* Oversees New Hire Orientation and Onboarding programs. Monitors and improves these processes as needed.
* Collaborates with Learning and Development Coordinator on the development of recorded content, tools training, and other projects as needed.
* Selects and assigns subject matter experts and training consultants to identified training and development activities.
* Manages external vendor relationships.
* Develops participant lists and works with administrative support roles to schedule classes based on availability of classrooms and/or instructors.
* Monitors and evaluates training effectiveness; updates curriculum and programs as-needed.
* Aids in the development and implementation of Emerging Leaders and High Potential leadership programs.
* Helps develop and implement manager training curriculum.
* Monitors and helps maintain internal learning management system and performance management tools – including content management and employee record updates.
* Communicates training opportunities and programs to employees.
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| **JOB REQUIREMENTS AND QUALIFICATIONS** |
| **Education and Prior Work Experience:*** Bachelor’s degree in Human Resource Management, Organizational Development, or related degree required
* Two or more years of experience as a training coordinator, specialist, administrator, facilitator, or similar role is required.
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| **Other Requirements (licenses, programs, certificates):*** Experience developing, implementing and monitoring remote and regional training is preferred
* Familiarity with traditional and modern job training methods and techniques and adult learning concepts
* Experience with e-learning and Learning Management Systems (LMS), SharePoint, and training recording tools (Camtasia, Captiva, etc.) strongly preferred
* Proficient with MS Office
* Advanced organizational and communication skills.
* Experience in an engineering, consulting, or technical environment preferred.
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| **OTHER INFORMATION** |
| **Travel Requirements:*** Occasional local and/or overnight travel may be required, up to 15% annually

**Physical Requirements:*** While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk, and hear.
* The employee may occasionally be required to lift and/or move objects up to 10 pounds.
* Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*** |