

About Us

Levein is your passport to high paying full-time remote careers at UK & US companies. We are a fast-growing professional remote working community in Asia. Our community of Remote Professionals cover a range of specialties in Software Engineering, IT, Finance, Marketing, Admin, HR & Customer Service functions.

Our stable full-time 100% remote career opportunities are open to the very best of talent based in Sri Lanka, India, Bangladesh, Indonesia, Malaysia and the Philippines.

Job Description

This is a remote position.

Role Responsibilities

- First point of contact for Training and Learning enquiries, admin operations of e-learning / learning management systems (LMS)
- Compliance checks of employee accreditations and certifications
- New employee induction and training
- To be competent in the operation of the elements of the LMS system related to training and e-learning. This requires accuracy and sometimes speed when inputting large volumes of data accurately e.g. creating e-learning accounts, updating training attendance and placing enrolments
- To respond to general office enquiries, taking ownership of queries, incidents and training requests as necessary and following these through to completion or escalation, as appropriate
- To display professionalism by means of prompt and high quality communications (i.e. letters, emails and telephone conversations)
- Support virtual/face to face learning sessions, including the administration of the course, managing question boxes, breakout rooms and any other administration duties required
- Create registers for training sessions and send reminders to delegates a week prior to their session(s)
- Effectively file course completion records and store appropriately
- Support managers with training and appraisal data queries
- To ensure data accuracy and confidentiality is maintained always
- To develop self to continually improve performance, taking part in appraisal and personal development, and undertaking training activities, as necessary

Requirements

Essential Skills, Knowledge & Experience

- Degree or Diploma in Human Resources or Business Management is required
- Minimum 2-3 year experience in same or similar capacity
- Possession exceptional communication skills
- Familiar with training, learning and development
- Strong collaboration and teamwork skills
- Ability to identify complex problems and related information to develop and evaluate options and implement solutions
- Ability to handle ambiguity in a fast-paced environment with multiple concurrent tasks and changing priorities

Personal Attributes

- Must be accountable with a strong work ethic, a sense of urgency and ownership, and be able to work effectively both independently and as part of a team
- Data driven, highly organized, and detailed oriented
- Able to deliver as efficiently as possible without compromising quality or the customer experience
- First class communicator with an ability to engage internal and customer stakeholders up to a senior level with confidence.
- Efficient in approach, developing optimized and simple working methods and processes with a keen eye for detail
- Continually improving, caring about quality, and delivering customer value

Benefits

Work Environment

- General Work Hours: 10.30AM to 7.30PM Sri Lanka Time – 45hrs/week.
- Remuneration: Gross Salary Up to LKR 95,000/-
- Location: Remote WFH + Occasional Meets at our Colombo 5 office.
- Benefits: Paid leave, career upskilling opportunities, eLearning courses

Job Information

Date Opened
09/27/2024

Job Type
Full time

Industry
Health Care

Work Experience
1-3 years

Salary
Remuneration: Gross Salary
Up to LKR 95,000/-

 Remote Job